

CITY COUNCIL

Meeting Agenda

REGULAR MEETING
HYBRID MEETING

MONDAY, MAY 9, 2022
7 pm

The Regular Meetings of City Council are filmed and can be viewed LIVE while the meeting is taking place via the attached Zoom link and dial-in phone number, on Facebook and on BCTV MAC Channel 99 or at your convenience at <https://www.readingpa.gov/content/city-council-video>.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://readingpa.zoom.us/j/83911226499?pwd=L0pHY2RyUDNMcFc4T3lVYU1Bbk9vQT09>

Passcode: 114743

RULES FOR PUBLIC PARTICIPATION AT COUNCIL MEETINGS

The Administrative Code, Section § 5-209 defines public participation at Council meetings.

1. Citizens who wish to make public comment must pre-register following the instructions in Agenda #3 Public Comment on this agenda.
2. Citizens attending Council meetings are expected to conduct themselves in a responsible and respectful manner that does not disrupt the meeting.
3. Those wishing to have conversations should do so in the hall outside Council Chambers in a low speaking voice.
4. Public comment will occur only during the Public Comment period listed on the agenda. Comment must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Clapping, calling out, and/or cheering when a speaker finishes his comments is not permitted.
5. Citizens may not approach the Council tables at any time during the meeting.
6. Any person making threats of any type, personally offensive or impertinent remarks or any person becoming unruly while addressing Council may be called to order by the Presiding Officer and may be barred from speaking, removed from Council Chambers and/or cited.
7. Failure to abide by these regulations could result in your removal from Council Chambers and/or a citation. These regulations are meant to avoid disruptions at the meeting and they are not meant to interfere with public participation.

1. OPENING MATTERS

A. CALL TO ORDER

B. INVOCATION: Rev. Tony Perez, Iglesia Bautista Betania

C. PLEDGE TO THE FLAG

D. ROLL CALL

E. EXECUTIVE SESSIONS: An executive session was held after the May 2nd COW regarding litigation and quasi-judicial deliberations about a conditional use decision

2. PROCLAMATIONS AND PRESENTATIONS

- Oath of Office to Fire Chief James Stoudt

3. PUBLIC COMMENT - AGENDA MATTERS:

Public Comment Instructions:

- To comment at a Regular Business Meeting, citizens can register by calling or emailing the City Clerk's Office by noon on the day of the regular meeting. Instructions to access the virtual meeting app or dial-in will be provided upon registration. Call 610-655-6205 or e-mail council@readingpa.gov
- Public comment for Regular Business meetings will also be accepted in writing by 4pm on the day of the meeting through an e-mail to council@readingpa.gov. The message must clearly be marked as Public Comment. The comment received in writing will be read into the record at the Regular Meeting.
 - Those wishing to provide in-person comment at a Regular Meeting in the Penn Room must register with the City Clerk no later than 4 pm on the day of the meeting by calling 610-655-6204 or emailing council@readingpa.gov. The procedure to register to comment by signing a registration sheet before the start of the regular meeting will be suspended until the meetings are fully opened with everyone gathering in Council Chambers.
 - Public speaking rules adopted by Council allow those speaking on agenda matters to speak for 5 minutes and 3 minutes for non-agenda matters.
 - Comments posted in Zoom Chat and on Facebook are not considered public comment and a response may not occur.

All remarks must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Any comment that is personally offensive or impertinent will not be read into the record. Comments on agenda matters are limited to 5 minutes in length and comments on non-agenda matters are limited to 3 minutes in length.

4. APPROVAL OF AGENDA & MINUTES

A. AGENDA: Meeting of May 9, 2022

B. MINUTES: April 25th Regular meeting and the summations of discussion from the April 25th, and May 2nd COW meetings and the May 2nd Nominations Committee meeting

5. Consent Agenda Legislation

The Consent Agenda is designed to provide efficient approval of non-controversial legislation that does not require discussion/debate by giving approval via acclimation when the meeting agenda is approved. The President of Council will call Council's attention to the list of Consent Agenda legislation at the

meeting before action is taken, which allows Council to remove a piece of legislation for separate consideration.

A. Award of Contract – authorizing an amendment to the 2019 CDBG-CV Action Plan in the amount of \$100,000 for the replacement of the HVAC system in the Mc Knight and Spring Fire Station

B. Resolution - authorizing the sale of the 1999 Duratech HD 10 Tub Grinder to Hopewell Trucking and Excavating of 172 Fancy Hill Rd. Boyertown, PA 19512 for the scrap metal value of \$2,810.00

C. Award of Contract – authorizing an amendment to the 2019 CDBG-CV Action Plan by transferring \$360,000 in CDBG-CV CARES Act funding from the Special Economic Development Activity and Microenterprise Assistance Activity to the 615 to 619 Walnut St. Veterans Housing Activity for the Reading Redevelopment Authority

D. Award of Contract - for the installation of the vehicle exhaust system in the new 9th & Marion Fire Station Project by Air Cleaning Systems, Latham NY for \$83,900.00, purchased through CoStars from the 2022 City Facilities Construction Fund.

E. Resolution – appointing Jeff Waltman to the BCAP Board ~~with Brianna Tyson as alternate~~

F. Resolution – appointing Donna Reed as liaison to the BCTV Board with Marcia Goodman-Hinnershitz as alternate

G. Resolution – appointing Johanny Cepeda-Freytiz to the Blighted Property Review Committee with Christopher Daubert as alternate

H. Resolution – appointing Melissa Ventura to the Diversity Board with Johanny Cepeda-Freytiz and Wesley Butler as alternate

I. Resolution – appointing Marcia Goodman-Hinnershitz to the Environmental Advisory Council with Donna Reed and Johanny Cepeda-Freytiz as alternates

J. Resolution – appointing Johanny Cepeda-Freytiz as liaison to the Human Relations Commission with Christopher Daubert as alternate

K. Resolution – appointing Donna Reed as liaison to the Shade Tree Commission with Christopher Daubert as alternate

L. Resolution – appointing Donna Reed as liaison to the Stadium Commission with Wesley Butler as alternate

J. Award of Contract - for the purchase of a 2022 F-150 4x4 SuperCrew Cab 6.5' box 157" WB XL (W1E) to Whitmoyer Ford Inc., Mount Joy, PA and 911 Rapid Response, 700 West Main St., Annville PA 17003 in the amount of \$59,638.54 from the Capital Budget. Both vendors are in the COSTARS program.

K. Award of Contract - with Honeywell, a Costars vendor, for the replacement and installation of 2 HVAC compressors, with a service contract, in the City Hall HVAC system at the cost of \$94,161.46. The current City Hall HVAC system has two chillers located in the HVAC room. Each chiller has 2 compressors which producing both hot and cold air. Currently, one unit's compressor has completely failed and the second chiller has one failed compressor. This purchase will refresh one chiller completely and provide a comfortable level of functionality as Capital Projects launches the larger and more comprehensive City Hall HVAC engineering study to evaluate the entire building's HVAC needs

6. ADMINISTRATIVE REPORT

Attached

7. REPORT FROM OFFICE OF THE AUDITOR

Attached

8. REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

9. ORDINANCES FOR FINAL PASSAGE

A. Bill 38-2022 – authorizing the placement of a 4-way stop sign/traffic signal at the N. 13th and Pike intersection ***Introduced at the April 25 regular meeting***

B. Bill 39-2022 – amending Chapter 576-416 Parking Fines and eliminating the fine associated with Trucks, Trailers and Tractors parking longer than 1 hour and increasing the fine for Parking within 15 feet of a Fire Hydrant from \$100 to \$200 and increasing the 30 and 60 day penalties from \$50 to \$100 ***Introduced at the April 25 regular meeting***

C. Bill 40-2022 – adopting and amending the 2018 International Fire Code ***Introduced at the April 25 regular meeting***

D. Bill 41-2022 – amending Chapter 576, Section 800 Impounding and Immobilization of Vehicles to provide updates that coincide with other sections and ordinances ***Introduced at the April 25 regular meeting***

E. Bill 42-2022 – amending the City's Zoning Map by changing the parcel located at 1716 N 12th Street from MC to R3 ***Introduced at the April 25 regular meeting***

F. Bill 43-2022 – amending Code Section 576-409 Parking Prohibited on Private Property and Section § 576-803. Authority to Remove and Impound Unattended Vehicles on Private Property by any Privately Operated Towing Businesses operating within the City of Reading, as per 75 Pa.C.S. §3353.3.b Towing Vehicles on Private Property and 67 Pa. Code, 212.115. Posting of Private Parking Lots to prevent predatory towing practices ***Introduced at the April 25 regular meeting***

G. Bill 44-2022 – amending the City Code Chapter 5, Parts 2 City Council, 3 Mayor and 4 City Auditor prohibiting these officials, whether elected or appointed, from using a city-owned vehicle, city gas card and city credit card ***Introduced at the April 25 regular meeting***

10. INTRODUCTION OF NEW ORDINANCES

A. Ordinance – adopting and amending the International Electrical Code

B. Ordinance – authorizing the transfer of \$15,000 in grant funding from the State Fire Commissioner’s Office within the Agency Fund Budget for the purchase of a drone for the Office of the Fire Marshal and the purchase of power saws for Fire Suppression R

11. RESOLUTIONS

A. Resolution – appointing David McCoy to the Rec Commission

12. PUBLIC COMMENT - GENERAL MATTERS

Please see public speaking rules on second page

13. COUNCIL BUSINESS/COMMENTS

14. COUNCIL MEETING SCHEDULE

Monday, May 9

Committee of the Whole – 5 pm

Regular Meeting – 7 pm

Tuesday, May 10

District 1 Town Meeting – 18th Ward area – Calvary Church Community Center - 6-8 pm

Monday, May 16

Nominations & Appointments Committee – 4 pm

Committee of the Whole – 5 pm

Tuesday, May 17

ARPA Update – 5 pm

Monday, May 23

Committee of the Whole – 5 pm

Regular Meeting – 7 pm

Monday, May 30

*****City Hall closed – Memorial Day holiday*****

City of Reading City Council
Regular Meeting
April 25, 2022

Council Vice President Cepeda-Freytiz called the meeting to order. Council Vice President Cepeda-Freytiz asked everyone to send prayers for Council President Waltman's speedy recovery.

The invocation was given by Nilda Nieves, Feet on the Street Youth Ministry.

All present pledged to the flag.

There were executive sessions after the April 18th COW regarding the settlement of litigation and prior to the April 25th COW regarding contracts, litigation and personnel.

ATTENDANCE

Councilor Daubert, District 1
Councilor Goodman-Hinnershitz, District 2
Councilor Ventura, District 3 – attending virtually
Councilor Butler, District 4
Councilor Reed, District 5
Councilor Cepeda-Freytiz, District 6
Council Solicitor M. Gombar
City Auditor M. Rodriguez
City Clerk L. Kelleher
City Solicitor F. Lachat - virtually
Acting managing director F. Denbowski

PROCLAMATIONS AND PRESENTATIONS

City Council issued a commendation recognizing Fair Housing Month, accepted by Kathryn Cobb-Holmes, Human Relation Commission Chair

The City Clerk administered the oath to the Police Chaplains.

The administration and Council issued a commendation to Fire Chief W. Stoudt recognizing his long-term service and dedication to the City.

PUBLIC COMMENT

Council Vice President Cepeda-Freytiz stated that there are four (4) citizens registered to provide public comment; one (1) on agenda matters and three (3) on non-agenda matters. Councilor Reed read the public comment rules adopted by ordinance.

Jon Auchter, of Pike Street, submitted petitions containing 76 signatures of people who reside in the N 13th and Pike area requesting a 4-way stop sign at this intersection which continues to be riddled with car crashes. He stated that the group would prefer a traffic signal, recognizing that the cost is much greater. He stated that children between the ages of 5 and 12 travel in this high risk area during school days. He also stated that the area is also traveled by older children in high school and young adults at Albright. He described some of the most recent accidents including that which occurred this afternoon resulting in one of the vehicles coming to a stop on the sidewalk on the southwestern sidewalk. He stated that there have been three (3) crashes at this intersection in April and he estimated that there are 30-50 annually. He noted that the majority of the accidents result with vehicles coming onto the sidewalk and causing property damage to the residential properties located at this intersection.

Elizabeth Munoz, of Mulberry St., was not present.

Ann Marie Wolfe, of Franklin St., stressed the need for youth to make friends to create a sense of positive in this overly negative world. She asked for advice on how to move this issue forward.

Evelyn Morrison, of Church St., congratulated Chief W. Stoudt on his pending retirement. She stated that she attended the last Nominations Committee meeting and that she will express her concerns in written form. She suggested working to recruit crossing guard applicants from the impacted neighborhoods. She stated that the We The People group is willing to assist in the recruitment of applicants. She noted the lack of a handicapped ramp at the parking lot serving the NW Middle School and the need to correct this issue. She also noted her support for the installation of a traffic signal at the 13th and Pike intersection.

APPROVAL OF THE AGENDA & MINUTES

Council Vice President Cepeda-Freytiz called Council's attention to the agenda for this meeting, including the legislation listed under the Consent Agenda heading and the minutes from the April 11th Regular Meeting of Council, along with the summations of discussion from the April 11th and April 18th COW meeting. She noted the need to amend Consent Agenda Resolution G regarding the Private Bid sale of two (2) properties in the Tax Claim process by eliminating 1253 Spruce Street from the resolution and opposing only the property on South 17th ½ Street and relocating the Resolution for separate consideration to the Resolution heading. There were no objections.

The agenda for this meeting, including the Consent Agenda legislation, as amended, the minutes from the April 11th Regular Meeting of Council, and the summations of discussion listed were approved by acclamation.

Consent Agenda

The Consent Agenda is designed to provide efficient approval of non-controversial legislation that does not require discussion/debate by giving approval via acclimation when the meeting agenda is approved. The President of Council will call Council's attention to the list of Consent Agenda legislation at the meeting before action is taken, which allows Council to remove a piece of legislation for separate consideration.

A. Award of Contract – to Degler-Whiting in the amount of \$110,005, from the CIP, for playground equipment and repairs to the SE Quadrant - to include City Park, Neversink Playground, and Orange and Cherry Playground. Pandora Park and Reading Iron were not address in this quadrant due to recent or future projects. 10th and South playground will not be addressed at this time as discussions of future use are pending.

B. Motion – recognizing the shift in CIP projects to fund active/ongoing projects as follows:

- Within the CIP budgetary line 34-07-71-4801: Playgrounds and Parks \$875,000 will be reduced by \$100,000 and added to the 3rd and Spruce All abilities Playground to satisfy the DCNR grant matching requirements.
- Within the CIP budgetary line 34-07-74-4801: McKnight and Spring Improvements of \$382,000 will be reduced by \$100,000 to fund the 3rd and Court Fire Station upgrade to allow project completion, as it was not finished in 2021 as planned.
- Aboveground Restroom and 5th and Penn of \$130,000 will be removed from the CIP budget and the PW ADA Access Project will be funded at \$56,000 leaving \$74,000 unencumbered for new or underfunded project completion.

C. Award of Contract – for the purchase of accessories to increase the range and capability of the existing Telerob robotic platform utilized by the RPD Bomb Squad to AeroVironment Inc, Simi Valley, CA at the amount of \$39,106.60 via the Capital Budget. The robotic platform is used when responding to reports of suspicious items/packages, IED (improvised explosive devices) and recovery of ordinance. These accessories will allow the team members to position at a safer distance thus increasing the safety factors for the members.

D. Award of Contract – for the purchase of a Digital X-RAY system to integrate with the RPD Bomb Squad's existing Telerob robotic platform to NOVO Digital Radiography INC (NOVO DR Inc), Grand Blanc, MI at \$62,676.10 via the Capital Budget. This system will be used to assist members of the RPD Bomb Squad with investigations of suspicious packages by allowing the members to position at a safe distance thus increasing the safety factors for the members. This system will integrate with the existing robotic equipment being used by the RPD Bomb Squad members. The equipment is Sole Source and the justifications have been completed and accepted by the City Administration.

E. Resolution 74-2022 - authorizing the execution of the Federal-Aid Reimbursement Settlement Agreement No. 057563 for the 3rd & Penn Streets Crosswalk Project, PennDOT MPMS No. 76614

F. Resolution 75-2022 – authorizing the exoneration of the 2021 property taxes, penalties and interest in the amount of \$955.94 at 138, 139, 140, 141 and 143 Whitaker Court for Goggleworks

G. Resolution 76-2022 – directing the Solicitor to oppose the Private Sale Bid of 326 S 17th ½ St and 1253 Spruce St with the Berks County Tax Claim Bureau

H. Award of Contract – to Barry Isett & Associates, Wyomissing, PA in the submitted price of \$99,900.00 from the Public Works budget for design and engineering services for the Centre Park Revitalization Project. In 2018, a master plan was commissioned for Centre Park. The City of Reading would like to move forward with the improvements as outlined in the master plan. Improvements are to include but are not limited to interpretive signage, lighting, central sculpture, ADA walkways, improved entranceways, etc.

Administrative Report

The acting managing director read from the report attached to the agenda as follows:

TO: City Council
FROM: Frank Denbowski, Interim Managing Director
PREPARED BY: Maritza Loaiza, Special Assistant
MEETING DATE: April 25, 2022
AGENDA MEMO DATE: April 20, 2022

COMMUNITY DEVELOPMENT:

- The Community Development Department continues to work diligently with developers on projects, as presented to City Council at the April 18th Council meeting.

FINANCE:

- The Finance Department's Information Technology Division completed 547 help desk tickets during the previous month.
- The IT Division has begun deploying a new wireless system to remote City sites.
- The IT Division continues the configuration of PC units in conjunction with ongoing Motorola training.
- The Finance Department's Citizens Service Center completed the Public Utility Realty Tax Act (PURTA) report. This report contains information on the assessed values of the taxable public utility accounts on the previous year's real estate tax duplicate and the City's tax revenue and tax rate information.
- The CSC Division's Manager, Maria Kantner, attended a Berks EIT Tax Collection Committee meeting on March 31st. As a result, she would like to share that revenues are trending to increase for the entire county. Also, receipts are expected to be collected and distributed much faster due to a new software system employed by Berks EIT Bureau.
- The CSC Division provided the following data related to phone calls received:

Request Type	REQUESTS	PERCENT
Sewer backup	106	20.27%
Yardwaste	66	12.62%
Property Maintenance Unpaid Fees Request	43	8.22%
Pothole or sunken utility cut	35	6.69%

Needs Recycling Bin	23	4.4%
Trash Pick up	20	3.82%
Property Inspections Scheduling	20	3.82%
Recycling Electronics	17	3.25%
Trash Enforcement	16	3.06%
Zoning Violation	12	2.29%
Unpermitted construction activity	11	2.1%
Property Maintenance Issues	11	2.1%
Building and Trades Permits	11	2.1%
Zoning Inquiry	8	1.53%
Dog dirt	8	1.53%
Street Sweeping	6	1.15%
Illegal Dumping	6	1.15%
Meet with the Mayor	5	0.96%
Housing Permits	5	0.96%
Feeding Animals	5	0.96%
Tire Removal/Pick Up	4	0.76%
Structure	4	0.76%
Street Repair or Paving	4	0.76%
Street light out or malfunctioning	4	0.76%
Property Inspections	4	0.76%
Tree Trimming Public	3	0.57%
Trash Education	3	0.57%
Traffic signal out or malfunctioning	3	0.57%
Street sign damaged or vandalized	3	0.57%
Sewer Grates Catch Basins	3	0.57%
Property Maintenance Fees	3	0.57%
Parks general	3	0.57%
Hauler Issue	3	0.57%
Handicap parking	3	0.57%
Graffiti vandalism removal	3	0.57%
Tree Questions Permits	2	0.38%
Trash Cans Outside Too Long	2	0.38%

Street Sign Request	2	0.38%
Street Condition - Hazardous	2	0.38%
Recycling Pickup	2	0.38%
No Water	2	0.38%
Mold/Mildew	2	0.38%
Infestation	2	0.38%
Dead animal	2	0.38%
Clean City Projects	2	0.38%
Sewers - Sign Posting	1	0.19%
Sewer Billing Inquiry	1	0.19%
Recycling Education	1	0.19%
Plumbing Issue	1	0.19%
Playground Maintenance	1	0.19%
Over grown grass and weeds	1	0.19%
Odor	1	0.19%
Non Emergency Police	1	0.19%
No Electric	1	0.19%
Line Painting	1	0.19%
Housing Inspection	1	0.19%
Historic preservation assistance	1	0.19%
Health Hazard	1	0.19%
Dumpsters	1	0.19%
Curb/Sidewalk Repair Enforcement	1	0.19%
Collections - Codes	1	0.19%
Building & Trades Inspection Building	1	0.19%
Animal Control - Live Animals	1	0.19%
Abandoned Vehicles on Property	1	0.19%

- The Finance Department would like to welcome Aaron Yuan, who will be starting on May 9th as a Summer Intern in the Accounting Office.
- The Finance Department has created a Munis Training Manual for employees to reference. Training sessions for various areas of the new software continue to be held. Currently, Munis Capital Asset and Budget Process Review/Project Ledger and Budget Process Review training are scheduled.
- The Finance Department's CSC Division and IT Division are working together on the Hansen data conversion into the Tyler Munis system.
- The Finance Department's Grant Coordinator is compiling a list of all existing and relevant grants and studying how other organizations best utilize MUNIS for grant management.
- The Finance Department Purchasing Division provided the following update on current and upcoming projects:
 - **City Hall Roof Replacement Project Phase 1.** The contract was awarded to Mid-State Roofing. The project consists of demolishing portions of the existing building as needed to accommodate the alterations and installation of a new roofing system.
 - **City Park Playground Improvements Project.** The contract was awarded to Empire Services. The project consists of removing trees lying on the ground and unhealthy standing trees, pruning large trees, understory clearing and grubbing, earthwork/porous asphalt paving walkways, segmental block piers, landscaping, and the installation of owner-furnished modular play and swing structures, benches and safety surface mulch.
 - **Reading Police Department Training and Special Operations Facility Engineering Project RFP.** Submissions from qualified individuals or firms were due by April 14th. The RFP is for design engineering service for the new Reading Police Department Training and Special Operations Facility.
 - **Pest Control Services for Public Works, Wastewater Treatment Plant, and Fire Department** – submissions are due on May 13, 2022, and should encompass all City-owned properties.

FIRE:

- The Fire Department's 2022 Paramedic class completed the Fire Academy on Friday, April 15th, and they have been assigned to ambulances to begin their street orientation. Their graduation is scheduled for Friday, May 6th, in the evening.
- The Fire Department's Southwest Station will begin the ramp reconstruction on May 2nd. The work is anticipated to last approximately four weeks. While the project is underway, the engine will be relocated during overnight hours due to the inability to use the station ramp.
- The 9th and Marion Fire Station project site work is progressing. Prepping has begun on the Marion Street side to start pouring the slab. Below is a current photo of progress at the worksite:



HUMAN RELATIONS COMMISSION:

- Starting on January 1st, and as of March 18th, HRC has:
 - 160 total rent and utility assistance applications were received (An increase of 52 applications since last reported).
 - 143 applications for rental assistance
 - 130 applicants were facing eviction
 - 2 were withdrawn by the tenants
 - 2 were denied due to not meeting the qualifications of the program
 - 10 applicants were not actively facing eviction
 - 3 applicants resided outside of the City but within the County.
 - 17 applications for utility assistance
 - 1 was denied for being over income according to HUD guidelines
 - 1 was denied due to the tenant not meeting program qualifications
- The Human Relations Commission Executive Director Kimberly Talbot provided the following explanation on the difference between received applications and approved applications:
 - **ESG-CV (COVID-related)**: 51 cases were submitted. 42 of those cases were approved and paid. A total of \$158,492.83 has been expended to date.
 - **ESG**: 20 cases were submitted. 14 of those cases were paid. A total of \$52,845.36 has been expended to date.
 - **CDBG-CV**: CDBG-CV and ESG_CV are used together, which occurred in 9 of the 51 cases mentioned above. CDBG-CV was used for one approved case, and \$4,350.00 was expended.
- The guidelines utilized for each program are set forth by the Housing & Urban Development (HUD) and the City's policies & procedures. Each program has its own rules/restrictions. The following is a summary of the requirements for each program, but this is not an exhaustive list:
 - **ESG (regular)**:
 - Applicant must be a city of Reading resident.
 - Applicant must be within the prescribed income guidelines (very low-income).
 - Applicant must show sustainability.
 - **ESG-CV**:
 - Applicant must be a city of Reading resident.
 - Applicant must demonstrate a financial impact related to the pandemic/COVID-19.
 - Applicant must meet HUD's definition of homeless (in certain circumstances).
 - Applicant must be able to provide documentation to verify their identity, social, etc.
 - Applicant must meet income guidelines.
 - **CDBG-CV**:
 - Guidelines are similar to the above program information.
- The HRC would like to note that this program information list is not all-inclusive.

HUMAN RESOURCES:

- The Human Resource Department would like to welcome the following new employees to the City of Reading organization:
 - Justina Rodriguez began on April 13th as a part-time Human Relations Commission Clerk
 - Caitlin Kammarrer began on April 18th as a Project Director.
- The Human Resource Department would like to congratulate the following employees, on behalf of the City of Reading organization, on their upcoming retirement:
 - Bruce McAfee from the Property Maintenance Division on April 26th, 2022
 - Fire Chief William Stoudt Jr. on April 30th, 2022

- **LIBRARY:**The Reading Public Library provided the following statistics for March 2022:

SERVICES - REFERENCE QUESTIONS	MAIN	NW	NE	SE	Sr OTR	MTD	YTD
Number of Questions (Actual Reference Sample Total)	0	0	0	0	0	0	0

SERVICES

Patron Count	5992	1072	1981	1538	170	10753	28745
Adult Library Card Registration	32	2	13	8	8	63	171
Juvenile Library Card Registration	14	0	4	6	0	24	86

SERVICES - CIRCULATION

Adult AV	2357	77	328	479	244	3485	9605
Adult Print	2306	143	572	581	483	4085	11255
Overdrive Circulation	944	94	104	120	0	1262	3830
Hoopla Circulation	1228	43	136	242	0	1649	4965
Juvenile AV	319	38	45	66	1	469	1226
Juvenile Print	1685	59	473	985	1	3203	8554
Circulation of Children's Materials (ARQ51)	2004	97	518	1051	2	3672	9780
Circulation of Physical Items (ARQ52)	6667	317	1418	2111	729	11242	30640
Total Item Circulation	8839	454	1658	2473	729	14153	39435

OTHER ELECTRONIC INFORMATION

Time (hr:min) Usage of Patron PCs	1330:58	55:19	178:42	298:47	0	1863:46	5050:03
Conversion to minutes	79858	3319	10722	17927	0	111826	303003
PC Sessions =Time/30	2662	111	357	598	0	3728	10100
Wireless Count	534	100	130	205	0	969	2665
AWE Early Literacy Station Sessions	78	0	10	55	0	143	368
Total Computer Usage	3274	211	497	858	0	4840	13133

MATERIALS

A/V Materials Added	89	16	37	35	20	197	492
Print Materials Added	671	35	115	104	25	950	2856
Government Documents Added	0	0	0	0	0	0	1
Non Print Materials Added (Kits)	0	0	0	0	0	0	0
Miscellaneous Materials Added (Museum Passes)	0	0	0	0	0	0	12
Total Number of Items Added	760	51	152	139	45	1147	3361
A/V Materials Discarded	27	0	0	46	0	73	91
Print Materials Discarded	389	2	2065	2151	0	4607	5103
Government Documents Discarded	0	0	0	0	0	0	2
Non Print Materials Discarded (Kits)	0	0	0	0	0	0	0
Miscellaneous Materials Discarded (Museum Passes)	0	1	1	1	0	3	5
Total Number of Items Discarded	416	3	2066	2198	0	4683	5201

PROGRAMS

Number of Live Programs for Preschool (ages birth-5)	5	6	13	10	0	34	74
Number Live of Programs for Children (ages 6-11)	8	6	28	8	0	50	124
Number of Live Programs for YA (age 12-18)	5	22	1	1	0	29	69
Number of Live Programs for Adults (ages 19+)	11	6	14	12	2	45	111
Number of Live General Interest Programs (all ages)	6	0	0	12	0	18	53
Total Number of Programs	35	40	56	43	2	176	431
Attendance at Live Programs for Preschool (ages birth-5)	30	64	109	151	0	354	827
Attendance at Live of Programs for Children (ages 6-11)	53	98	252	67	0	470	1307
Attendance at Live Programs for YA (age 12-18)	57	125	2	1	0	185	535
Attendance at Live Programs for Adults (ages 19+)	81	16	195	37	14	343	729
Attendance at Live General Interest Programs (all ages)	87	0	0	74	0	161	353
Total Program Attendance	308	303	558	330	14	1513	3751

PROGRAMS BY LOCATION *(subset of Total Programs)*

Number of Live In-Person ONSITE programs	30	35	51	33	0	149	357
Number of Live In-Person OFFSITE programs	5	1	1	4	2	13	32
Number of Live Streaming Virtual Programs	0	4	4	6	0	14	51

ATTENDANCE BY LOCATION

Attendance at Live In-Person ONSITE programs	296	253	412	201	0	1162	2734
Attendance at Live In-Person OFFSITE programs	12	37	101	81	14	245	622
Attendance of Live Streaming Virtual Programs	0	13	15	48	0	76	391

RECORDED PROGRAMS

Total Number of Recorded Program Presentations	11	0	0	0	0	11	30
Total Views of Recorded Program Presentations within 7 Days	344	0	0	0	0	344	847

STEM PROGRAMS *(included in above program data)*

Number of STEM programs for preschool	0	1	0	0	0	1	3
Number of STEM programs for Children	7	3	9	9	0	28	61
Number of STEM Programs for Young Adults	0	4	0	0	0	4	11
Number of STEM Programs for Adults	7	0	0	0	0	7	7

STEM ATTENDANCE

Preschool Children STEM Program Attendance	0	17	0	0	0	17	41
Children's STEM Program Attendance	93	71	35	56	0	255	390
Young Adult STEM Program Attendance	0	11	0	0	0	11	24
Adult STEM Program Attendance	29	0	0	0	0	29	29

SELF DIRECTED / PASSIVE LEARNING ACTIVITIES *(do not include as program)*

How many self-directed/passive activities were offered by	5	3	2	4	0	14	39
How many patrons took part in these activities?	364	42	44	43	0	493	1318

POLICE:

- The Reading Police Department is collaborating with various community organizations on youth-focused activities such as:
 - Reading Recreation Commission will start a midnight basketball program at 3rd and Spruce Recreation Center in May. Police are aware and have organized deployment for the event.
 - Blacktop Basketball organizers are preparing for the upcoming season and have met with RPD. Police are aware and have organized deployment for the season.
 - The Reading Police Youth Academy continues to meet at the Olivet Boys and Girls Club. Cadets will complete CPR certification this week.

- Lt Lillis continues to participate in meetings and activities that focus on reducing youth violence. He will attend various community events throughout the next month throughout the city and at schools.
- The Reading Police Department has conducted successful enforcement operations in collaboration with the DEA, Attorney General's Office, and the USMS, which resulted in the seizure of multiple firearms and the apprehension of several violent offenders.

PUBLIC WORKS:

- Public Works staff has completed:
 - 24 clean-up projects resulted in 94 bags and 46 bulk items
 - 113 tires picked up
 - 64 televisions picked up
 - 6 dead animals were picked up
 - 68 storm drains were inspected
 - 32 were cleaned with 6 bags of litter collected
 - 551 bags of litter and trash were collected from Penn Street daily cleaning
 - In addition, clean-up and extra trash cans were added for First Friday events.
- Public Works key staff participated in a site visit at the former Dana 50-acre site to help address security and maintenance issues.
- Public Works are preparing for:
 - PA DEP Secretary McDonnell visit on April 21st at City Park's Rose Garden
 - The Great American Cleanup is scheduled for April 23rd throughout the city.
- Public Works Wastewater Treatment Plant Maintenance team cleaned debris from the wet well of the North Reading pump station to ensure that pumps are not impacted during critical operations.
- Public Works WWTP Energy Audit has been completed as part of the US EPA/PA DEP program targeting energy use at wastewater facilities.
- Public Works WWTP has completed the additional sampling and analysis required for NPDES permit renewal is complete. Results were received from the contract laboratory, and a formal response letter is being drafted to accompany the data transmittal.
- Public Works WWTP Laboratory Manager received passing results for all proficiency tests for all PA DEP accredited parameters and were submitted to PA DEP to ensure continued accreditation as an environmental laboratory.

AUDITOR'S REPORT

City Auditor Rodriguez read the report attached to the agenda:

CITY AUDITOR'S REPORT Monday April 25, 2022

Real Estate Transfer Tax - Update from 1/1/2018 to 3/31/2022

The City receives a tax levy of 3.5% on the value of the Real Estate Transfer Tax for properties sold. During March of 2022, \$954,153.08 in revenue was recorded; this amount included a total of 291 Real Estate Transfer transactions of which 250 were taxable and 41 were non-taxable. For the current year, \$5.5 million was budgeted for this line item, and about \$2.1 has already been recorded during the 1st quarter.

The chart below illustrates actual Real Estate Transfer Tax data from 2018 to 03/31/2022:

	3/31/2022	12/31/2021	12/31/2020	12/31/2019	12/31/2018
January	702,030.86	535,849.04	323,123.52	223,920.68	293,105.03
February	512,582.49	523,300.89	511,220.85	615,116.21	204,053.26
March	954,153.08	1,178,885.61	601,103.82	266,411.11	348,937.95
April		717,308.73	235,765.07	548,506.44	347,097.22
May		447,710.27	157,245.87	441,084.11	322,871.76
June		719,042.39	1,464,932.00	363,997.72	350,369.72
July		752,234.50	437,026.44	359,547.89	350,708.33
August		1,078,840.76	361,892.51	353,006.61	514,841.63
September		678,323.20	501,228.42	350,731.42	324,492.29
October		480,665.62	493,787.54	340,908.53	389,823.15
November		844,193.89	510,649.58	330,855.79	267,444.32
December		837,430.85	993,086.79	457,238.03	576,429.44
Total Revenue	2,168,766.43	8,793,785.75	6,591,062.41	4,651,324.54	4,290,174.10
Total Budgeted	5,500,000.00	4,700,000.00	4,200,000.00	3,800,000.00	3,350,000.00
Over/(Under) Budget		4,093,785.75	2,391,062.41	851,324.54	940,174.10

The chart below illustrates 2022 Real Estate Transfer Transactions through 3/31/22:

	Taxable	Non-Taxable	Total Transactions
January	216	33	249
February	135	37	172
March	250	41	291

User Fees Revenue – Update as of 2/28/2021

For the fiscal year of 2022, the City budgeted \$3,000,000 for User Fees, which is the revenue collected for the EMS services that the City provides. During the first two months of the current year, the City recorded \$496,082.90. And if the revenue received in the upcoming months continues with this same trend, the User Fees Revenue line item should meet its budget target by 12/31/2022.

The chart below illustrates User Fees Revenue from 2018 to 2/28/2022:

	2/28/2022	12/31/2021	12/31/2020	12/31/2019	12/31/2018
User Fees-EMS	496,082.90	3,287,855.40	2,405,142.53	3,333,157.10	2,808,204.15
Total Budgeted	3,000,000.00	3,033,500.00	3,196,000.00	3,095,000.00	2,900,000.00
Over/(Under) Budget		254,355.40	(790,857.47)	238,157.10	(91,795.85)

Admission Fee Tax – Update as of 03/31/2022

The majority of the revenue collected for Admission Fee Tax comes from events/concerts that take place at the Santander Arena, the Performing Arts Center, the Reading Royals, and the Reading Phils. In 2022, \$200,000 was budgeted for this line item. As of March 31, 2022, a total of \$202,938.67 has been collected, and the revenue for Admission Fee Tax has already exceeded its budget target by \$2,938.67. (See the chart below for details.)

The chart below illustrates 2022 Admission Fee Tax Revenue collected through 3/31/22:

	Reading Phils	Reading Royals	Santander Arena-Other	Performing Arts Center	Total Collected
January	2,686.19	8,618.11	5,013.05	4,687.02	21,004.37
February	2,797.68	9,277.90	44,010.19	25,533.63	81,619.40
March	4,312.12	18,087.30	54,424.75	23,490.73	100,314.90
Total Revenue - 3/31/22	9,795.99	35,983.31	103,447.99	53,711.38	202,938.67
Total Budgeted - 2022					200,000.00

In response to a question from Councilor Goodman-Hinnershitz, the Auditor stated that at the Audit Committee meeting last week, the external auditor reported on the start of the 2021 External Audit.

REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

Daphne Klahr, Executive Director of the Recreation Commission, provided an update on the programming provided. She stated that the after school programs end on May 27th. She noted the success of the open gyms and the Success for Teens programs. A new program in coordination with Police and Fire will begin on Friday evenings from 9:30 pm to 1:30 am. Rides home will be provided for attendees who are not within walking distance and special patrols will be provided for those attending who live in the neighborhood. She stated that the Schlegel Park pool is scheduled to reopen on May 28th and the playground programming begins on June 13th. The Commission is currently working on a mural project with an RHS grad. Whacky Water Wednesdays will return again this summer. She noted the success of the soccer program at 11th and Pike which is now a 12 month indoor/outdoor program and the deck hockey program for youth and young adults. She thanked the core employees of the Rec Commission for their passion and work to make all these programs possible.

Councilor Daubert thanked Ms. Klahr for her succinct report.

Councilor Butler thanked Ms. Klahr for the Commission's work for all City residents.

Councilor Goodman-Hinnershitz stated that it has been an honor to serve on the Commission since it started. She asked Ms. Klahr to highlight the new program slated for Neversink Playground. Ms. Klahr stated that the State recently held focus group sessions to learn what type of activities today's youth are seeking. Locally the most popular activities missing were identified as archery and camping. An archery program will be held at Neversink. If it is successful the program will be expanded.

Council Vice President Cepeda-Freytiz inquired about how the Commission markets its programs. Mr. Klahr stated that programs are marketed through the Reading School District as the District has access to students and parents. The Commission also uses QR codes, social media and word of mouth.

Council Vice President Cepeda-Freytiz questioned if the Commission focuses on youth aged 13 and older. Ms. Klahr stated that the majority of the programs are focused on teens. She noted that other organizations like Olivet and PAL offer additional programming.

ORDINANCES FOR FINAL PASSAGE

A. Bill No. 32-2022 – amending City Code Chapter 576, Part 12, Parades, Special Events, and Public Gatherings by making revisions to the special event application process and the corresponding section of the Chapter 212 fee schedule for special events ***Introduced at the April 11 regular meeting***

Councilor Daubert moved, seconded by Councilor Reed, to enact Bill No. 32-2022.

Councilor Goodman-Hinnershitz stressed the need for those planning events to begin early enough to follow the event process.

Bill No. 32-2022 was enacted by the following vote:

Yeas: Butler, Cepeda-Freytiz, Daubert, Goodman-Hinnershitz, Reed, Ventura - 6

Nays: None - 0

B. Bill No. 33-2022 – amending the 2022 General Agency fund (31) to reflect the appropriation of funding in the amount of \$152,500 for the Lead Hazard control Program. The Community Development department property maintenance division will be managing the healthy homes initiative program targeting households with children six (6) years old or younger and have been diagnosed with Elevated Blood Lead Level (EBLL). The presence of lead in a child could cause developmental challenges medically found to have a measurable concentration of lead in their blood. ***Introduced at the April 11 regular meeting***

Councilor Reed moved, seconded by Councilor Butler, to enact Bill No. 33-2022.

Bill No. 33-2022 was enacted by the following vote:

Yeas: Butler, Cepeda-Freytiz, Daubert, Goodman-Hinnershitz, Reed, Ventura - 6

Nays: None - 0

C. Bill No. 34-2022 – amending City Code Chapter 453, Part 3, Mobile Vendors making corrections and adding provisions for vendors at the Pagoda ***Introduced at the April 11 regular meeting***

Councilor Goodman-Hinnershitz moved, seconded by Councilor Reed, to enact Bill No. 34-2022.

Councilor Goodman-Hinnershitz stated that this will provide a process that permits mobile vendors to properly locate at the Pagoda.

Bill No. 34-2022 was enacted by the following vote:

Yeas: Butler, Cepeda-Freytiz, Daubert, Goodman-Hinnershitz, Reed, Ventura - 6

Nays: None - 0

D. Bill No. 35-2022 – amending City Code Chapter 23, Part 14, Code & License Appeals Board by adding Mobile Vendors Appeals to the powers of this board ***Introduced at the April 11 regular meeting***

Councilor Reed moved, seconded by Councilor Goodman-Hinnershitz, to enact Bill No. 35-2022.

Bill No. 35-2022 was enacted by the following vote:

Yeas: Butler, Cepeda-Freytiz, Daubert, Goodman-Hinnershitz, Reed, Ventura - 6

Nays: None - 0

E. Bill No. 36-2022 – amending the Position Ordinance by eliminating 2 of the 4 fulltime Ambassadors, leaving 2 at \$20.87 per hour for a total of \$41,600 per employee per year and adding 6 part-time positions at a rate of \$15 per hour at 28 hours per work for a total of \$21,840 ***Introduced at the April 11 regular meeting***

Councilor Goodman-Hinnershitz moved, seconded by Councilor Reed, to enact Bill No. 36-2022.

The acting managing director explained that the ambassadors will be assigned to the area bounded by 2nd to 11th Streets and Franklin to Walnut Streets. There will be a fulltime supervisor assigned to dayshift and nightshift with the part-timers split between the shifts. There will also be weekend work based on the need due to events.

Councilor Daubert inquired about how the 28 hour maximum will be handled. The acting managing director stated that the maximum number of hours for part-time work is defined by the AFSCME 2763 contract. He stated that the hours could fluctuate based on the needs but the working hours will be as regulated as possible. The part-timers will be assisting with special event set-up, clean-ups (in addition to those conducted by Hope Rescue Mission) and provide a physical presence in the downtown area.

Council Vice President Cepeda-Freytiz questioned if anyone spoke with the downtown business owners to learn about their needs. She expressed the belief that business owners need the downtown properly marketed to attract potential customers.

The acting managing director opined that providing a physical presence and performing clean and safe activities is the first steps toward improving the downtown. He stated that it is impossible for the lone Downtown Coordinator to contact each business individually and that the ambassadors will assist with touching base with the business owners.

Councilor Goodman-Hinnershitz noted the need for the ambassadors to be engaged in the essence of the downtown with the ability to provide positive guidance to visitors.

Councilor Reed agreed and suggested that the various downtown guides and tour materials be revamped and utilized.

Bill No. 36-2022 was enacted by the following vote:

Yeas: Butler, Cepeda-Freytiz, Daubert, Goodman-Hinnershitz, Reed, Ventura - 6

Nays: None - 0

F. Bill No. 37-2022 – increasing the salary of the Fire Chief to \$105,000.00 per annum, payable in equal bi-monthly installments ***Introduced at the April 11 regular meeting***

Councilor Goodman-Hinnershitz moved, seconded by Councilor Daubert, to enact Bill No. 37-2022.

Bill No. 37-2022 was enacted by the following vote:

Yeas: Butler, Cepeda-Freytiz, Daubert, Goodman-Hinnershitz, Reed, Ventura - 6

Nays: None - 0

INTRODUCTION OF NEW ORDINANCES

Councilor Butler read the following ordinances into the record:

A. Ordinance – authorizing the placement of a 4-way stop sign at the N. 13th and Pike Intersection

Councilor Butler stated that Ordinance A is amended to add a traffic signal.

B. Ordinance – amending Chapter 576-416 Parking Fines and eliminating the fine associated with Trucks, Trailers and Tractors parking longer than 1 hour and increasing the fine for Parking within 15 feet of a Fire Hydrant from \$100 to \$200 and increasing the 30 and 60 day penalties from \$50 to \$100

C. Ordinance – adopting and amending the 2018 International Fire Code

D. Ordinance – amending Chapter 576, Section 800 Impounding and Immobilization of Vehicles to provide updates that coincide with other sections and ordinances

E. Ordinance – amending the City's Zoning Map by changing the parcel located at 1716 N 12th Street from MC to R3

F. Ordinance – amending Code Section 576-409 Parking Prohibited on Private Property and Section § 576-803. Authority to Remove and Impound Unattended Vehicles on Private Property by any Privately Operated Towing Businesses operating within the City of Reading, as per 75 Pa.C.S. §3353.3.b Towing Vehicles on Private Property and 67 Pa. Code, 212.115. Posting of Private

Parking Lots to prevent predatory towing practices.

RESOLUTIONS

A. Resolution 77-2022 – appointing Dep Chief James Stoudt as Fire Chief

Councilor Daubert moved, seconded by Councilor Reed to adopt Resolution No. 77-2022.

Councilor Daubert stated that Deputy Chief J. Stoudt was incredibly impressive in the interview and he noted the Deputy Chief's dedication and commitment to the Department.

Councilor Goodman-Hinnershitz agreed noting the outstanding career service provided by another "Stoudt".

The acting managing director stated that three (3) strong internal applicants were considered and that Deputy Chief J. Stoudt was selected due to his long career service and his strong leadership within the Department.

Councilor Reed echoed the remarks and noted Deputy Chief J. Stoudt's exemplary service to the City and his life-long commitment to the Department and the community.

Council Vice President Cepeda-Freytiz agreed with the sentiments expressed and added that Deputy Chief J. Stoudt's commitment and dedication are inspiring.

Resolution No. 77-2022 was adopted by the following vote:

Yeas: Butler, Cepeda-Freytiz, Daubert, Goodman-Hinnershitz, Reed, Ventura - 6

Nays: None - 0

Deputy Chief J. Stoudt thanked Council for their support, noting that serving in this role has been his lifelong dream.

Relocated from the Consent Agenda Heading

G. Resolution 76-2022 – directing the Solicitor to oppose the Private Sale Bid of 326 S 17th ½ St and 1253 Spruce St

Councilor Goodman-Hinnershitz moved, seconded by Councilor Daubert, to adopt Resolution No. 76-2022.

Councilor Daubert moved, seconded by Councilor Goodman-Hinnershitz, to amend Resolution No. 76-2022 by eliminating 1253 Spruce Street from the resolution.

The motion to amendment Resolution 76-2022 was approved by the following vote.

Yeas: Butler, Cepeda-Freytiz, Daubert, Goodman-Hinnershitz, Reed, Ventura - 6

Nays: None - 0

Council Solicitor Gombar noted that the State Tax Law does not require Council to take any action if they wish to support the Private Sale bid.

Resolution No. 76-2022 was adopted, as amended, by the following vote:

Yeas: Butler, Cepeda-Freytiz, Daubert, Goodman-Hinnershitz, Reed, Ventura - 6

Nays: None - 0

COUNCIL COMMENT

Councilor Goodman-Hinnershitz noted the uptick in the speeding problem. She also asked those who visit Mt. Penn to respect the mountain and behave responsibly.

Councilor Reed noted that there are some who feel attacked by the introduction of Ordinance G limiting elected officials use of city vehicles, gas cards and credit cards. She noted that this is simply responsible legislative policy that is not personal to any individuals. She also noted the introduction of the ordinance to increase the fine for parking at a fire hydrant which is reckless behavior that creates potential monumental public safety issues.

Council Vice President Cepeda-Freytiz thanked those providing public comment and reports tonight. She also thanked those watching. She noted the success of the Earth Day and Great American Cleanup events. She described some new initiatives and activities, including the next First Friday scheduled for May 6th.

Councilor Daubert asked everyone to continue to send prayers to Council President Waltman.

Councilor Butler asked everyone to be aware of the recent scam phone calls regarding unpaid utility bills.

Council Vice President Cepeda-Freytiz announced the upcoming meeting schedule.

Councilor Daubert moved, seconded by Councilor Goodman-Hinnershitz, to adjourn the regular meeting of Council.

Respectfully submitted by Linda A. Kelleher CMC, City Clerk

15. ADJOURN



AGENDA MEMO

TO: CITY COUNCIL
FROM: JAMAL ABODALO, COMMUNITY DEVELOPMENT DEPARTMENT DIRECTOR
MEETING DATE: MAY 9, 2022
AGENDA MEMO DATE: APRIL 22, 2022
REQUESTED ACTION: TO APPROVE AN PY2019 CDBG-CV ACTION PLAN AMENDMENT FOR THE MCKNIGHT AND SPRING STREETS FIRE STATION IMPROVEMENTS PROJECT

CD is asking City Council to pass the resolution at the May 9, 2022 City Council meeting.

BACKGROUND: The fire station needs a new HVAC system. The new HVAC system will help reduce airborne contaminants including COVID-19 viruses in the station.

BUDGETARY IMPACT: None.

PREVIOUS ACTION: None.

SUBSEQUENT ACTION: None.

RECOMMENDED BY: The Acting Director of Public Works, the Acting Managing Director and the Mayor.

RECOMMENDED MOTION: To approve a Council Resolution authorizing the Mayor to execute a PY2019 CDBG Action Plan Amendment.

Cc: Frank Denbowski, MD
Kyle Zeiber, DPW
David Anspach, DPW
Neil Nemeth, CD
Yomary Castro, CD

Drafted by
Sponsored by/Referred by
Introduced on
Advertised on

CD Specialist
Acting PW Dir
May 9, 2022
N/A

RESOLUTION NO. _____ 2022

RESOLUTION OF THE COUNCIL OF THE CITY OF READING
AUTHORIZING THE MAYOR TO EXECUTE A
PY2019 ACTION PLAN AMENDMENT

WHEREAS, under 24 CFR Part 91, the U.S. Department of Housing and Urban Development (HUD) outlines the consolidated submissions for community planning and development programs which will serve as: (1) a planning document for the City that builds on a participatory process at the grassroots level, (2) an application for federal funds under HUD's formula grant program, (3) a strategy to be followed in carrying out HUD programs, and (4) an Action Plan that provides a basis for assessing performance;

WHEREAS, the PY2019 Action Plan has been prepared to meet HUD's requirements and to provide guidance for addressing the housing and community development needs of the City;

WHEREAS, the City has been allocated CDBG-CV CARES Act funding from the United States Department of Housing and Urban Development;

WHEREAS, the City wishes to move \$100,000 in CDBG-CV funding from the CDBG-CV Special Economic Development Activity and transfer it to the McKnight and Spring Streets Fire Station Improvements Project;

WHEREAS, the McKnight and Spring Streets Fire Station's new HVAC system will help reduce airborne contaminants including COVID-19 viruses in the building;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF READING
THAT:

The Mayor is authorized to execute a PY2019 CDBG Action Plan Amendment.

ADOPTED BY COUNCIL _____, 2022

PRESIDENT OF COUNCIL

ATTEST:

City Clerk



AGENDA MEMO

PUBLIC WORKS DEPARTMENT

TO: City Council
FROM: Solid Waste Division Manager Steven Harrity
PREPARED BY: Solid Waste Division Manager Steven Harrity
MEETING DATE: May 9th 2022
AGENDA MEMO DATE: April 25th 2022

REQUESTED ACTION: Council's approval of sale

RECOMMENDATION

The Solid Waste Division Manager recommends the sale of an obsolete, non-working and unrepairable Dura-Tech HD 10 tub grinder to Hopewell Trucking and Excavating of 172 Fancy Hill Rd. Boyertown, PA 19512 for the scrap metal value of \$2,810.00

BACKGROUND

The tub grinder had been procured through a Pennsylvania DEP grant (#359671, Round 35) in 1999. The Grant was in the amount of \$137, 155. After approximately 18 years of use the piece of equipment was no longer operable, and no longer repairable and has been stored at our Hill Rd. facility (the wood shed) for the past 5 years and is badly rusted and taking up space which can be used for other more effective storage purposes.

BUDGETARY IMPACT

None

PREVIOUS ACTIONS

The sale has been approved by the acting managing director and the acting public works director.

SUBSEQUENT ACTION

Formal action by Council is required to approve the sale of the tub grinder to Hopewell Trucking and Excavating Inc.

RECOMMENDED BY

Steven Harrity- Solid Waste Division Manager

RECOMMENDED MOTION

Approve/deny the sale of the Dura-Tech HD 10 tub grinder to Hopewell Trucking and Excavating of 172 Fancy Hill Rd. Boyertown, PA 19512 for the scrap metal value of \$2,810.00

Drafted by:	Department of Public Works
Sponsored/Referred by:	Solid Waste Division Manager Steven Harrity
Introduced on:	May 9 th 2022
Advertised on:	N/A

CITY OF READING

RESOLUTION NO. _____2022

AUTHORIZING THE SALE OF THE CITY OF READING PUBLIC WORKS DEPARTMENTS
DURATEC HD - 10 TUB GRINDER TO HOPEWELL TRUCKING AND EXCAVATING

WHEREAS, the City of Reading's Public Works Division owns a 1999 Duratech HD 10 Tub Grinder which is no longer functional and unrepairable; and

WHEREAS, the City of Reading's Public Works Department no longer has use for this obsolete piece of equipment

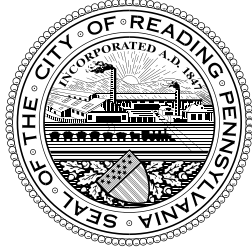
NOW, THEREFORE, BE IT RESOLVED by the City of Reading City Council of Berks County, Pennsylvania, as follows:

Section 1: Authorizing the sale of the 1999 Duratech HD 10 Tub Grinder to Hopewell Trucking and Excavating of 172 Fancy Hill Rd. Boyertown, PA 19512 for the scrap metal value of \$2,810.00

DULY ADOPTED this _____ day of _____, 2022, by the City of Reading City Council of Berks County, Pennsylvania, in lawful session duly assembled.

By: _____
Council Vice President

Attest: _____
City Clerk



AGENDA MEMO

TO: CITY COUNCIL
FROM: JAMAL ABODALO, COMMUNITY DEVELOPMENT DEPARTMENT DIRECTOR
MEETING DATE: MAY 9, 2022
AGENDA MEMO DATE: APRIL 22, 2022
REQUESTED ACTION: TO APPROVE AN PY2019 CDBG-CV ACTION PLAN AMENDMENT FOR THE 615-619 WALNUT ST. VETERANS HOUSING PROJECT

CD is asking City Council to pass the resolution at the May 9, 2022 City Council meeting.

BACKGROUND: The Berks County Non-Profit Development Corporation (Berks County Redevelopment Authority) has requested \$360,000 in CDBG-CV CARES Act funding for the project.

BUDGETARY IMPACT: None.

PREVIOUS ACTION: None.

SUBSEQUENT ACTION: None.

RECOMMENDED BY: The Acting Managing Director and the Mayor.

RECOMMENDED MOTION: To approve a Council Resolution authorizing the Mayor to execute a PY2019 CDBG Action Plan Amendment.

Cc: Ken Pick, BCNDC (BCRA)
Frank Denbowski, Acting MD
Neil Nemeth, CD
Yomary Castro, CD

Drafted by	CD Dir
Sponsored by/Referred by	CD Specialist
Introduced on	May 9, 2022
Advertised on	N/A

RESOLUTION NO. _____ 2022

RESOLUTION OF THE COUNCIL OF THE CITY OF READING AUTHORIZING THE MAYOR
TO EXECUTE A PY2019 ACTION PLAN AMENDMENT

WHEREAS, under 24 CFR Part 91, the U.S. Department of Housing and Urban Development (HUD) outlines the consolidated submissions for community planning and development programs which will serve as: (1) a planning document for the City that builds on a participatory process at the grassroots level, (2) an application for federal funds under HUD's formula grant program, (3) a strategy to be followed in carrying out HUD programs, and (4) an Action Plan that provides a basis for assessing performance;

WHEREAS, the PY2019 Action Plan has been prepared to meet HUD's requirements and to provide guidance for addressing the housing and community development needs of the City;

WHEREAS, the City has been allocated CDBG-CV CARES Act funding from the United States Department of Housing and Urban Development;

WHEREAS, the City wishes to move \$360,000 in CDBG-CV CARES Act funding from the Special Economic Development Activity and Microenterprise Assistance Activity to the 615 to 619 Walnut St. Veterans Housing Activity;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF READING
THAT:

The Mayor is authorized to execute a PY2019 CDBG Action Plan Amendment.

ADOPTED BY COUNCIL _____, 2022

VICE PRESIDENT OF COUNCIL

ATTEST:

CITY CLERK



AGENDA MEMO

FIRE DEPARTMENT

TO: City Council
FROM: Fire Chief James G. Stoudt Jr.
PREPARED BY: AO Michele Kline
MEETING DATE: May 9, 2022
AGENDA MEMO DATE: May 2, 2022

REQUESTED ACTION: Council's approval for the contract with Air Cleaning Systems for the new 9th & Marion Fire Station.

RECOMMENDATION:

The recommendation for Council to award the contract for the vehicle exhaust system to be installed in the new 9th & Marion Fire Station Project by Air Cleaning Systems, 8 Sunset Drive, Latham NY 12110.

BACKGROUND:

The purpose of the project is for the new installment of the vehicle exhaust system in the new 9th & Marion Fire Station. This is a CoStars purchase.

BUDGETARY IMPACT

None as the necessary funding for the project was included in the 2022 City Facilities Construction Fund.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

Formal action by Council is required to approve the contract for installation of the vehicle exhaust system in the new 9th & Marion Fire Station.

RECOMMENDED BY:

The Fire Chief

RECOMMENDED MOTION:

Approve/deny the recommendation for the contract for the installation of the vehicle exhaust system in the new 9th & Marion Fire Station Project by Air Cleaning Systems, 8 Sunset Drive, Latham NY 12110 with a total contract amount of \$83,900.00.

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N N O._____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Jeff Waltman is appointed as Council representative to the Berks
Community Action Program (BCAP).

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by

Deputy City Clerk

R E S O L U T I O N N O._____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Donna Reed is appointed as Council liaison to the BCTV Board with Marcia Goodman-Hinnershitz as alternate.

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk

R E S O L U T I O N N O._____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Johanny Cepeda-Freytiz is appointed as Council representative to the
Blighted Property Review Committee with Christopher Daubert as alternate.

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Melissa Ventura is appointed as Council representative to the Diversity
Board with Johanny Cepeda-Freytiz and Wesley Butler as alternates.

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Marcia Goodman-Hinnershitz is appointed as Council representative to the Environmental Advisory Council with Donna Reed and Johanny Cepeda-Freytiz as alternates.

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Marcia Goodman-Hinnershitz is appointed as Council representative to the
Environmental Advisory Council with Donna Reed and Johanny Cepeda-Freytiz
as alternates.

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Johanny Cepeda-Freytiz is appointed as Council liaison to the Human
Relations Commission with Christopher Daubert as alternate.

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Donna Reed is appointed as Council liaison to the Shade Tree Commission
with Christopher Daubert as alternate.

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N N O._____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Donna Reed is appointed as Council liaison to the Stadium Commission
with Wesley Butler as alternate.

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk



AGENDA MEMO

FIRE DEPARTMENT

TO: City Council
FROM: Fire Chief James G. Stoudt Jr.
PREPARED BY: AO Michele Kline
MEETING DATE: May 9, 2022
AGENDA MEMO DATE: May 3, 2022

REQUESTED ACTION: Council's approval for the purchase of Ford F-150 4x4 SuperCrew Cab XL for the Department of Fire and Rescue Services.

RECOMMENDATION:

The recommendation for Council to award the contract for the purchase of a 2022 F-150 4x4 SuperCrew Cab 6.5' box 157" WB XL (W1E) to Whitmoyer Ford Inc., 1001 East Main Street, Mount Joy, PA 17552-9333 and 911 Rapid Response, 700 West Main St., Annville PA 17003 in the amount of \$59,638.54. Both Whitmoyer Ford and 911 Rapid Response are PA COSTARS Vendors and the contracts is reflective of the COSTARS pricing. **BACKGROUND:**

The purpose of the project is for the replacement of the Department of Fire and Rescue Services Training Lieutenant's vehicle due for replacement.

BUDGETARY IMPACT

None as the necessary funding for the project was included in the 2022 Capital Budget.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

Formal action by Council is required to approve the contract for the purchase of the 2022 F-150 4x4 SuperCrew Cab

RECOMMENDED BY:

The Fire Chief

RECOMMENDED MOTION:

Approve/deny the recommendation for the purchase of a 2022 F-150 4x4 SuperCrew Cab 6.5' box 157" WB XL (W1E) to Whitmoyer Ford Inc., 1001 East Main Street, Mount Joy, PA 17552-9333 and 911 Rapid Response, 700 West Main St., Annville PA 17003 in the amount of \$59,638.54.

AGENDA MEMO

Public Works Department

TO: City Council
FROM: Frank Denbowski, Managing Director
Jamar Kelly, Finance Director
Kyle Zeiber, Public Works Director
PREPARED BY: David Anspach, Capital Projects Manager
Carlos Torres, Public Property Manager
MEETING DATE: May 2, 2022
AGENDA MEMO DATE: May 9, 2022
RECOMMENDED ACTION: APPROVAL OF A PURCHASE AND SERVICE CONTRACT TO HONEYWELL, A COSTARS VENDOR, IN THE AMOUNT OF \$94,161.46 FOR PROVIDING AND INSTALLING 2 HVAC COMPRESSORS IN THE CITY HALL HVAC SYSTEM.

RECOMMENDATION:

Administration recommends that Council approve a purchase and service contract to Honeywell, a costars vendor, in the amount of \$94,161.46 for providing and installing 2 HVAC compressors in the City Hall HVAC system.

BACKGROUND:

The current City Hall HVAC system has two chillers located in the HVAC room within City Hall. Each chiller has 2 compressors which assist the unit in producing both hot and cold air throughout the building. Currently, one unit's compressors have completely failed and the second chiller has one failed compressor. This award will allow us to refresh one chiller completely and provide a comfortable level of functionality as Capital Projects launches the larger and more comprehensive City Hall HVAC engineering study to evaluate the entire building's HVAC needs.

BUDGETARY IMPACT:

There is no budgetary impact. The cost to replace the compressors will be funded by an existing City Hall HVAC project number 34-07-74-138 account code 34-07-74-48001.

SUBSEQUENT ACTION:

The approval of purchase must be approved by Council.

RECOMMENDED BY:

The Managing Director, Director of Finance, and Director of Public Works.

RECOMMENDED MOTION:

Approve/Deny the approval of purchase and services as presented.



Administrative Report Mayor Eddie Moran

TO:	City Council
FROM:	Frank Denbowski, Interim Managing Director
PREPARED BY:	Maritza Loaiza, Special Assistant
MEETING DATE:	May 9, 2022
AGENDA MEMO DATE:	May 6, 2022

MAYOR:

- Mayor Moran hosted Acting State Secretary of DCED Neil Weaver and his staff on Monday, May 2nd, to kick off the State's National Small Business Week celebration. Reading, PA, was the first location of the week-long event the State had planned across the State. The Secretary met with the Mayor and City Officials and then took Secretary Weaver and other elected officials on a tour of four local small businesses; Juice Bar, La Casa del Chimi Restaurant, Great American Creamery, and New Heightz Grocery Store. A press conference was also held at a Lancaster Avenue shopping plaza home to the American Beauty and Barbar Academy and other small businesses.

COMMUNITY DEVELOPMENT:

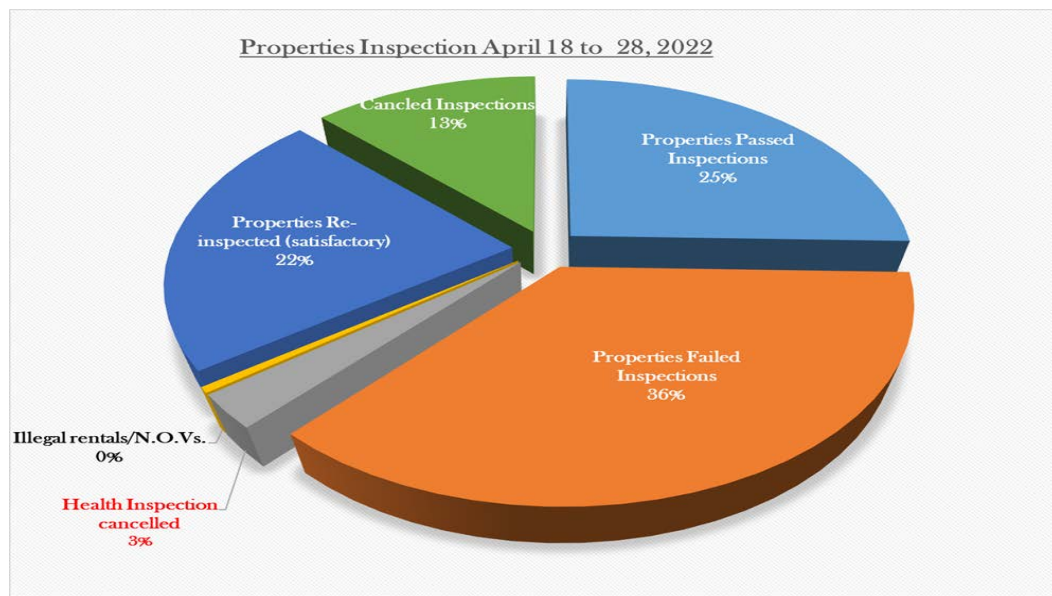
- The Community Development Director participated in the second Community Project Funding Committee. The Committee received 40 applications for which the group recommended 20 of the projects. The majority of the applicants were from Reading and Berks-based non-profit organizations.
- The Community Development Director attended Albright College's groundbreaking ceremony on behalf of the Moran Administration. The ceremony announced the start of construction on the new student dormitory building.
- The Community Development Department's Lead-Based Paint Hazard Abatement Program is progressing steadily. The LBHA Intake Officer has received three applications, two of which are owner-occupied properties.
- The Community Development's Property Maintenance Division provided the following Quality of Life Report for April 2022. Violations are broken down by City Council Districts:

	1	2	3	4	5	6	Total
QOL 001 Accumulation of Garbage	5	18	8	6	5	6	48
QOL 002 Animal maintenance and waste	2	1	1	0	1	1	6
QOL 003 Improper disposal of Garbage	1	1	3	0	1	3	9
QOL 004 Highweeds and grass	0	3	5	1	0	1	10
QOL 006 Motor vehicles	0	0	2	0	1	1	4
QOL 009 Outside placement of indoor furniture of appliances	1	2	3	0	0	2	8
QOL 013 Storage containers out of place	1	3	3	10	0	7	24
QOL 014 Storing or discarding appliances	0	0	0	0	0	0	0
QOL 016 Storing of recyclables	1	0	0	0	0	0	1

- The Community Development's Property Maintenance Division provided the following Inspection Summary for February 2022:

Two Week Summary

Properties Passed Inspections	163
Properties Failed Inspections	233
Inspections cancelled	18
Illegal rentals/N.O.Vs.	3
Properties Re-inspected (satisfactory)	143
Cancelled Inspections	81



- The Community Development's Zoning Division provided the following report on Planning and Zoning activities:

	18-Apr	28-Apr	Total
New permit applications rec'd City	4	13	17
Pending intake	3	2	5
Permit reviews completed	22	14	36
Application returned incomplete	2	4	6
Applications on hold/awaiting applicant	44	36	80
Applications pending/in review	49	54	103
Applications over 31 days	21	23	44
New Zoning Complaints/Enforcements	7	13	20
Open from 2021			0
New Inquiries/research new received	15	15	30
2022 Open inquiries	18	10	28
2021 Open inquiries	15	17	32
Open enforcements	75	74	149
Site visits	5	12	17
Phone Calls	53	63	116
Walk-ins	126	127	253

- The Community Development provided the following report on Building and Trades activities from April 18th to April 28th:

No. of Permit Apps Submitted	71
No. of Plans Submitted	4
No. of Plan Reviews Completed	19
No. of Plans Approved	16

No. of Permits issued	62
Emergency Response Inspections	4
No. Properties inspected	
Passed	102
Failed	63

FINANCE:

- The Finance Department Information Technology staff is working on the installation of new cameras in the Police Department's Criminal Investigation interview rooms.
- The Finance Department's IT Division is preparing computers and account setups to prepare for the arrival of several interns who will be assigned throughout various City departments in the upcoming months.
- The Finance Department's Citizen's Service Center extended the due date for the housing bills mailed in March by a month. The new due date for the discount date is May 1st, and June 1st for the new due date for the flat rate.
- The Finance Department's CSC provided the following data related to phone calls received:

Request Type	REQUESTS	PERCENT
Sewer backup	487	22.77%
Property Maintenance Unpaid Fees Request	200	9.35%
Yardwaste	197	9.21%
Needs Recycling Bin	165	7.71%
Pothole or sunken utility cut	104	4.86%
Recycling Electronics	86	4.02%
Trash Pick up	76	3.55%

Property Inspections Scheduling	75	3.51%
Trash Enforcement	69	3.23%
Property Maintenance Issues	48	2.24%
Building and Trades Permits	46	2.15%
Meet with the Mayor	34	1.59%
Housing Permits	32	1.5%
Zoning Inquiry	31	1.45%
Recycling Pickup	26	1.22%
Zoning Violation	23	1.08%
Street Sweeping	20	0.94%
Unpermitted construction activity	19	0.89%
Tire Removal/Pick Up	19	0.89%
Structure	15	0.7%
Street Repair or Paving	14	0.65%
Sewer Inquiries	14	0.65%
Trash Cans Outside Too Long	13	0.61%
Illegal Dumping	12	0.56%
Hauler Issue	12	0.56%
Property Maintenance Fees	11	0.51%
Over grown grass and weeds	11	0.51%
Infestation	11	0.51%

Tree Trimming Private Property	10	0.47%
Street light out or malfunctioning	10	0.47%
Roofs/Drainage	10	0.47%
Property Inspections	10	0.47%
Mold/Mildew	10	0.47%
Dog dirt	10	0.47%
Handicap parking	9	0.42%
Collections - Codes	9	0.42%
Clean City Projects	9	0.42%
Tree Questions Permits	8	0.37%
Street sign damaged or vandalized	8	0.37%
Feeding Animals	8	0.37%
Sewer Grates Catch Basins	7	0.33%
Odor	7	0.33%
Graffiti vandalism removal	7	0.33%
Dead animal	7	0.33%
Street Condition - Hazardous	6	0.28%
No Water	6	0.28%
Abandoned Vehicles on Property	6	0.28%
Tree Trimming Public	5	0.23%
Trash Education	5	0.23%
Street Sign Request	5	0.23%
Plumbing Issue	5	0.23%
Parks general	5	0.23%
Certificate of Transfer	5	0.23%
Traffic signal out or malfunctioning	4	0.19%
Street Inquiries	4	0.19%
Sewers - Sign Posting	4	0.19%
Historic preservation assistance	4	0.19%
Animal Control - Live Animals	4	0.19%

Recycling Education	3	0.14%
Playground Maintenance	3	0.14%
Non Emergency Police	3	0.14%
No Heat	3	0.14%
Line Painting	3	0.14%
Illegal Conversions	3	0.14%
Hoarding Clutter Situation	3	0.14%
Health Hazard	3	0.14%
Certificate of Occupancy	3	0.14%
Unsecured/Open Property	2	0.09%
Sewer Billing Inquiry	2	0.09%
Quality of Life Violations	2	0.09%
No Electric	2	0.09%
Meet with the Managing Director	2	0.09%
Lead Paint Issue	2	0.09%
Housing Inspection	2	0.09%
Health Bills	2	0.09%
Electrical Issue	2	0.09%
Dumpsters	2	0.09%
Curb/Sidewalk Repair Enforcement	2	0.09%
Abandoned Property	2	0.09%
Vehicle Nuisance	1	0.05%
Storage of Tires	1	0.05%
Sneakers on Wires	1	0.05%
Sidewalk Construction Permits	1	0.05%
Sewers Storm Renewal/Repair	1	0.05%
Sewers Sanitary Main Blockage	1	0.05%
Rooms for Rent	1	0.05%
Illicit Discharge	1	0.05%
DID Area Vendor Inquiries	1	0.05%
Building & Trades Inspection Electrical	1	0.05%
Building & Trades Inspection Building	1	0.05%

- The Finance Department's Accounting Division successfully uploaded multi-year fund balances into the Munis Production environment.
- The Finance Department continues to train and assist employees in various areas within the Munis program as it continues to roll out.
- The Finance Department's Purchasing Division provided the following update on current and upcoming projects:
 - **Road Program.** The project consists of but not limited to the removal and replacement of roadway pavement and related items such as subbase repairs, base repairs, leveling, ADA curb ramp improvement and associated with signal improvements, pavement markings, loop detection systems.
 - Currently in discussion with the lowest bidder on the pricing of No Parking Signage while waiting for a fully executed recommendation memo.
 - **Reading Police Department Training and Special Operations Facility Engineering Project RFP.** The RFP is for design engineering service for the new Reading Police Department Training and Special Operations Facility.
 - The selection committee is currently reviewing all submissions.
 - **Specific Engineering, Planning, and Zoning Review Services (SEPZ) -** Submissions are due by May 16, 2022. The services consist of identifying a qualifying firm for the delivery of technical engineering and planning assistance, plan reviews, zoning reviews, and other services related to development in the City of Reading.
 - **Pagoda Facility Evaluation Mechanical, Electrical, Plumbing, and Structural -** Submissions are due by May 3, 2022. The services consist of identifying a qualifying firm to deliver mechanical, electrical, plumbing, and structural evaluation, design, and construction management services for the Pagoda.
 - **Specific Engineering, Planning, and Zoning Review Services (SEPZ) -** Submissions are due by May 16, 2022. The services consist of identifying a qualifying firm for the delivery of technical engineering and planning assistance, plan reviews, zoning reviews, and other services related to development in the City of Reading.
 - **Egelman's Park Pavillion Repairs Project -** Submissions are due by May 6, 2022. The project consists of a new roof installation along with other miscellaneous items.
- City Controller Michael Oppenheimer is working diligently to address all external audit issues as they arise during the audit process.

FIRE:

- The Fire Department Fire Chief Stoudt retired on April 30th. First Deputy Chief James Stoudt Jr. has transitioned into the position of Fire Chief as of May 1st.
- The 9th and Marion Fire Station project site work is progressing. Steel was delivered during the last week of April.
- The Paramedic Graduation Ceremony is scheduled for Friday, May 6th at the Goggleworks Center for the Arts.

HUMAN RESOURCES:

- The Human Resource Department would like to welcome the following new employees to the City of Reading organization:

- Victor Vazquez began on May 2nd as an EO II for Solid Waste
- Kevin Rutkowski began on May 2nd as an EO II for Streets
- Lauren Camp will begin on May 23rd as the Health Equity Director

LIBRARY:

- The Reading Public Library received approval for three grants from the Wyomissing Foundation to cover the following:
 - South of Penn Coordinator position (RPL received in prior years)
 - South of Penn Summer @ RPL (RPL received in prior years)
 - North Summer @ RPL (First time received by RPL)
- The RPL has recently hired a new Reference Paraprofessional at the Main Branch Library. Interviews are currently being held for the Teen Manager Position.

POLICE:

- The Reading Police Department will receive five AEDs from The Officer Michael H. Wise Foundation. The new units will replace old units located in RPD facilities.
- The RPD's Lt. Lance Lillis continues to participate in various outreach efforts. Over the next month, he will be attending various community and school events.
- The Reading Police Youth Academy currently has 23 active cadets, and the group continues to meet regularly. On April 5th, April 12th, and April 19th, cadets completed First Aid and CPR certification training. Other activities include Physical Readiness Training and Life Skills training.

PUBLIC WORKS:

- The Great American Cleanup was held at City Park on April 23rd, with clean-up projects occurring throughout that weekend to celebrate Earth Day. Four hundred volunteers helped clean up 5.1 tons of litter and trash and 30 bulk items at 20 sites throughout the city. Bulk items included a couch, tables, tires, televisions, and a 10-gallon jug of used motor oil.
A special thank you to all the volunteers and organizations that participated, which included the Reading School District, Albright College, Alvernia University, VoiceUp Berks, Berks Catholic, Entec Engineering, Santander Bank, Mid Penn Bank, and Pagoda Hill Climb organization, Berks County Realtors Association and the Reading Rotary Club.
In addition, over 100 vendors and exhibitors participated on April 23rd, which drew over 600 attendees.
- Public Works staff has also completed:
 - 19 clean-up projects resulted in 106 bags and 16 bulk items
 - 13 graffiti removal jobs
 - 13 dead animals pick ups
 - 521 bags of litter and trash were collected from Penn Street daily cleaning
- Public Works picked up 38 televisions and 119 tires, of which 80 were found in a wooded area off of Kutztown Road.
- Public Works was assisted by the Reading Area Water Authority (RAWA) in a clean-up behind their property, resulting in 3.84 tons of trash and bulk items.
- Public Works has recently delivered 110 recycling bins that residents have requested.

- Public Works addressed 1236 potholes in the month of April.

CITY AUDITOR'S REPORT

Monday, May 9, 2022

Property Tax Revenue – Update as of March 31, 2022

In 2022, within the General Fund, the City budgeted \$25,631,683 for Property Taxes, which includes Property Tax Current, Property Tax Prior, Penalty & Interest, and Discount & Allowance. And as of March 31, 2022, the City recorded about \$2.8 million, which is \$644,645.02 less when compared to the same period in 2022. Also in 2022, \$982,628 more was budgeted for Property Taxes than in 2021. In 2021, the City recorded about \$3.4 million for Property Taxes during the first quarter, and the yearended with a surplus of about \$1.7 million for this revenue line item.

The following chart shows the Property Taxes Budget to Actual Comparison:

Property Taxes	2022 Budget	YTD 3/31/2022	Variance	2021 Budget	YTD 3/31/2021	Variance
Discount and Allowance	(383,557.00)	(84,139.25)	299,417.75	(367,000.00)	(59,376.37)	307,623.63
Property Tax Current	23,013,390.00	2,300,562.33	(20,712,827.67)	22,691,955.00	2,968,799.49	(19,723,155.51)
Property Tax Prior	2,349,282.00	494,707.32	(1,854,574.68)	1,720,100.00	458,195.63	(1,261,904.37)
Penalty and Interest	652,568.00	121,323.09	(531,244.91)	604,000.00	79,479.76	(524,520.24)
Total	25,631,683.00	2,832,453.49	(22,799,229.51)	24,649,055.00	3,447,098.51	(21,201,956.49)

Comcast Cable Franchise Fees –Update as of March 31, 2022

For the first quarter of 2022, \$191,352.32 was recorded for the revenue line item of Cable Franchise Fees. This has been the lowest revenue recorded for the first quarter in comparison to the first quarter of the previous four years. In 2021, \$825,000 was budgeted and only \$800,925.97 was collected. This year, \$825,000 was budgeted, which is the same amount that was budgeted in 2021.

	2022	2021	2020	2019	2018
--	------	------	------	------	------

1ST QUARTER	191,352.32	205,330.02	207,751.86	209,042.39	212,684.39
2ND QUARTER		204,350.84	206,508.34	210,579.70	214,578.59
3RD QUARTER		197,767.57	203,557.64	199,517.55	208,734.78
4TH QUARTER		193,477.54	200,679.36	204,481.07	214,925.66
Total Revenue		800,925.97	818,497.20	823,620.71	850,923.42
Total Budgeted	825,000.00	825,000.00	875,000.00	875,000.00	930,000.00
Over/(Under) Budget		(24,074.03)	(56,502.80)	(51,379.29)	(79,076.58)

Business Privilege License – Update as of March 31, 2022

For the revenue line item of Business Privilege License, the administration has been very consistent in budgeting for this line item. The chart below shows that \$280,000 has been budgeted since 2019, and it also shows how much revenue has been collected during the first quarter since 2018. During the first quarter of this year, \$189,606.40 has been recorded.

BUSINESS PRIVILEGE LICENSE	2022	2021	2020	2019	2018
Budgeted Amount	280,000.00	280,000.00	280,000.00	280,000.00	275,000.00
Revenue as of 3/31	189,606.40	162,200.14	206,441.54	215,024.12	215,589.70
Over/(Under) Budget	(90,393.60)	(117,799.86)	(73,558.46)	(64,975.88)	(59,410.30)

Miscellaneous Updates

During the month of March, our external auditors from Herbein + Company were here for a couple of days, and they communicated to us that a lot of progress has already been accomplished for the 2021 Financial Statements Audit.

Drafted by: CD Director
Referred by: Mayor
Introduced on: April 11, 2022
Advertised on:

BILL NO. ____ 2022

AN ORDINANCE

**ADOPTING 2022 FUNDS TO THE HUMAN RELATIONS COMMISSION FOR RENTAL AND
UTILITY ASSISTANCE.**

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

Section One: Council hereby adopts the 2022 appropriation of funds of \$152,500 to target households with children six years old or younger and have been medically found to have a measurable concentration of lead in their blood.

Section Two: The lead hazard abatement and healthy homes initiative grant will be paid from the City's General Agency Fund Budget, line item 311000 42160 contracted services expense line item. The budget will result in an increase of \$152,500 to Fund 31 General Agency Fund contracted services line item 311000 42160 and an increase of \$152,500 to fund 31 General Agency Fund grants and gift line item 311000 35540.

Section Five: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

ENACTED _____, 2022

President of Council

ATTEST: _____

City Clerk

Submitted to Mayor by: _____

Date Submitted: _____

Received in Mayor's Office by: _____

Date Received: _____

Approved by Mayor: _____

Date Approved: _____

Vetoed by Mayor: _____

Date Vetoed: _____

Drafted by	City Clerk
Sponsored by/Referred by	Councilor Butler
Introduced on	April 25, 2022
Advertised on	May 2, 2022

BILL NO. _____ 2022

AN ORDINANCE ESTABLISHING AN “ALL-WAY” STOP CONTROLLED INTERSECTION AT THE NORTH 13th & PIKE STREETS IN THE CITY OF READING, PENNSYLVANIA AS PER CITY CODE SECTION 576-213

WHEREAS, North 13th Street from Spring to Rockland Avenue is not included in the State Highway System controlled by Penn DOT; and

WHEREAS, there have been an excessive number of serious accidents at the North 13th Street and Pike Street intersection that have caused property damage to vehicles and residential properties; and

WHEREAS, there is an excessive amount of pedestrian activity at this intersection due to the walkability of the neighborhood; and

WHEREAS, there are only two intersections on North 13th Street between Spring Street and Rockland Avenue that do not have some type on traffic control device – Pike Street and Robeson Street; and

WHEREAS, the installation of an All-way stop sign at this intersection would increase the safety for pedestrians, drivers and homeowners.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION ONE: The intersection of North 13th and Pike Street in the City of Reading, Berks County, Pennsylvania is hereby established as an “all-way” STOP controlled intersection, in accordance with City Code Section 576-213 to improve safety for pedestrians and drivers at this intersection.

SECTION TWO: This Ordinance shall become effective ten (10) days after its adoption in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____

Date: _____

Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-ridden by Council:

Date: _____

Drafted by: City Clerk/Council Solicitor
Sponsored/Referred by: Councilor Reed
Introduced on: April 25, 2022
Advertised on: May 2, 2022

B I L L N O. _____-2022
A N O R D I N A N C E

**AN ORDINANCE AMENDING THE CITY OF READING ORDINANCES,
CHAPTER 576, SECTION 576-416 INCREASING AND ELIMINATING CERTAIN
PARKING FINES AND PENALTIES.**

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS
FOLLOWS:

Section 1: Council hereby amends Section 576-416 of the City of Reading
Ordinances as follows:

Code	Violation	Penalty		10 Day Penalty	30 Day Penalty
564-105A.	Trucks, trailers, tractors over one hour	\$125.00		\$62.50	\$62.50
*576- 403B.(2)	Within 15 feet of fire hydrant	\$100.00	\$200	\$50.00 \$100	\$50.00 \$100

Section 2: This ordinance shall become effective ten (10) days after approval in
accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____ Date: _____

Signed by Mayor _____ Date: _____

Vetoed by Mayor: _____ Date: _____

Over-ridden by Council: _____ Date: _____

Drafted by: Law Department
Sponsored/Referred by: Fire Marshal
Introduced on: April 25, 2022
Advertised on: May 2, 2022

**BILL NO. _____-2022
AN ORDINANCE**

**AN ORDINANCE OF THE CITY OF READING, BERKS COUNTY,
PENNSYLVANIA, ADOPTING AND AMENDING THE 2018 INTERNATIONAL
FIRE CODE AS ATTACHED IN EXHIBIT A.**

WHEREAS, the City adopted fire protection standards by Ordinance No 114-92 enacted on or around November 4, 1992; and

WHEREAS, the standards provided for in Ordinance No 114-92 have continued since their adoption; and

WHEREAS, the standards set forth in Ordinance No 114-92 exceed the requirements of the UCC; and

WHEREAS, the pre-1999 amendments to the City Fire Code continue in accord with section 303 of the Pennsylvania Uniform Construction Code; and

WHEREAS, the pre-1999 amendments including those from Ordinance 114-92 and any subsequent amendments which incorporated the pre-1999 amendments are incorporated hereto and renumbered in accord with the 2018 International Fire Code.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Chapter 180, Part 14, International Fire Code, shall be amended per Exhibit "A" as attached hereto and incorporated.

SECTION 2: All relevant ordinances, regulations and policies of the City of Reading, Pennsylvania not amended per the attached shall remain in full force and effect.

SECTION 3: If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the Ordinance.

SECTION 4: This Ordinance shall become effective in ten (10) days, in accordance with Charter Section 219 and 221 of the City of Reading Home Rule Charter.

Enacted _____, 2022

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

EXHIBIT "A"

FIRE PREVENTION CODE

Sections §180-1401 through 180-1407 are amended by deleting and substituting with the following:

180-1401. Adoption of the International Fire Code.

City of Reading adopted fire protection standards by Ordinance No 1992-114 enacted on November 4, 1992.

The standards provided for in Ordinance No 1992-114 have continued since their adoption.

The standards set forth in Ordinance No 1992-114 exceed the requirements of the UCC.

The pre 1999 amendments to the City Fire Code continue in accord with section 303 of the UCC.

The pre 1999 amendments including those from Ordinance No 1992-114 are incorporated hereto and renumbered in accord with the 2018 code.

A certain document, three copies of which are on file in the office of the City Clerk of City of Reading, being marked and designated as the International Fire Code, 2018 edition, including Appendix Chapters (A, B, C, D, E, F, G, H, I, J, K, L, M, N) (see International Fire Code §101.2.1, 2018 edition), as

published by the International Code Council is hereby adopted and incorporated herein by reference in and is hereby adopted as the City of Reading Fire Prevention Code, in the Commonwealth of Pennsylvania regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the City of Reading are hereby referred to, adopted, and made a part hereof, as if fully set out in this Part, with the additions, insertions, deletions and changes, if any, prescribed in 180-1407 of this Part.

§180-1402. State Law and Regulations.

In all matters that are regulated by the law of the Commonwealth of Pennsylvania or by regulations of departments or agencies of the Commonwealth promulgated by authority of law, such laws or regulations, or other ordinances of the City of Reading, Pennsylvania, as the case may be, shall control where the requirements thereof are the same as or in excess of the provisions of this Part. This code shall control in all cases where the State requirements, or the requirements of other ordinances of this City, are not as strict as those contained in this Part.

180-1403. Provisions to Be Continuation of Existing Regulations.

Nothing in this Part or in the Fire Code hereby adopted shall be constructed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance as repealed by this Part; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Part.

180-1404. Publication.

The City Clerk is hereby ordered and directed to cause this Part to be published as required by all applicable statutes, laws, regulations, charters and ordinances.

180-1405. Title.

This Part shall be known as the “City of Reading Fire Prevention Code.”

180-1406. Enforcement.

Division of Fire Prevention:

- A. The Fire Prevention Code shall be enforced by the City of Reading - Department of Fire and Rescue Services – Office of the Fire Marshal.
- B. The person in charge of the Office of the Fire Marshal shall be designated as the Fire Marshal and shall be appointed by the Mayor of the City of Reading with the approval and consent of the Council of the City of Reading, bi-annually. The Fire Marshal shall also be known as the Fire Code Official and any use of the term Fire Code Official in this document shall be synonymous with Fire Marshal.
- C. The Fire Chief shall recommend to the Mayor and Council the employment of such assistants as are deemed appropriate to enforce the Fire Prevention Code.
- D. The Fire Marshal shall supervise his/her assistants and may detail such assistants to perform such functions as are appropriate or necessary for effective enforcement of the Fire Prevention Code.
- E. The Fire Chief shall be the ex-officio in the absence of the Fire Marshal.
- F. No person shall in any way obstruct or prevent or attempt to obstruct or prevent the Fire Marshal or his/her designee in the discharge of his/her duties. Violation of this provision shall be considered a summary offense. Any person violating any of the provisions of this Section shall, upon conviction thereof, be sentenced to pay a fine by the district justice not to exceed \$300 and be subject to a term of imprisonment not in excess of 90 days if they fail to pay such fine.

[Adopted 5-29-2012 by Ord. No. 60-2012; amended 11-13-2018 by Ord. No. 72-2018]

180-1407. Amendments to the International Fire Code.

The International Fire Code 2018 Edition, is modified and amended in the following respects, and the following amendments, modifications and additions so made are hereby adopted to the same intent and effect as if originally incorporated in that Code:

- A. **Chapter 1, Section 101.1, Title**, is amended by deleting the words “name of jurisdiction” and the brackets surrounding that phrase and by substituting in place thereof the words “the City of Reading.”
- B. **Chapter 1, Section 104.3 Right of entry**, insert the following sentence after the section title and before the first sentence of Section 104.3:
The Fire Code Official may inspect all structures and premises for the purposes of ascertaining and causing to be corrected any conditions liable to cause fire, contribute to the spread of fire, interfere with firefighting operations, endanger life, or any violations of the provisions or intent of this code.
- ~~C. **Chapter 1, Subsection 104.7.2 Technical assistance**. Delete **Subsection 104.7.2 Technical assistance** in its entirety and replace with **Subsection 104.7.2 Technical assistance** from the International Fire Code, 2018 Edition.~~
- C. **Chapter 1, Subsection 104.7.2 Technical assistance**, amend by adding Subsection 104.7.2.1 after Section 104.7.2 to read:
104.7.2.1 Qualifications for technical opinion, report, or inspection acceptable to the Fire Code Official: Technical opinion, report, or inspection shall include but not be limited to a minimum 15 years’ experience in design, consultation, review, inspection and special inspection of fire protection systems both typical and complex, as well as building construction review and inspection. Qualifications shall include expertise, licensing, and certification in fire protection engineering, electrical engineering, and mechanical engineering, air balancing, and fire dynamics/modeling. Professional affiliation with peer accepted model organizations including but not limited to the International Code Council (ICC) and the National Fire Protection Association (NFPA) and possession of requisite certifications. NFPA Technical Committee representation and/or published and referenced by ICC on matters regarding

code compliancy, development, or enforcement. Documented and peer reviewed subject matter expert.

- D. **Chapter 1, Subsection 105.1.1 Permits required.** Delete Subsection 105.1.1 in its entirety and substitute with the following Subsection 105.1.1:

105.1.1 Permits required. Permits required by this code shall be obtained from the Fire Code Official. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the Fire Code Official. A fee for each permit shall be paid in accordance with the fee schedule as is set forth from time to time by Resolution of Council of the City of Reading, Pennsylvania.

- E. **Chapter 1, Section 106.2 Schedule of permit and inspection fees.** Delete Section 106.2 in its entirety and substitute the following:

106.2 Schedule of permit and inspection fees. Permit fees assessable by the City for the administration and enforcement of this Code shall be established by the governing body by resolution from time to time, as provided by Chapter 212, Fees. The building owner, business operator, tenant, or contractor shall be responsible for all fees.

- F. **Chapter 1, Subsection 107.2 Inspections,** add Subsection **107.2.3 Notice** after Subsection 107.2.2 as follows:

107.2.3 Notice. Notices scheduling inspections shall be mailed via regular mail to the owner at the address of record. Owners receiving notices shall notify tenants of the inspection without delay. If the tenant objects to the inspection, the tenant shall advise the owner who shall so inform the inspector. Nothing in this section shall preclude inspection without notice.

- G. **Chapter 1, Section 107.2 Inspections,** add Subsection **107.2.4 Failure to appear for inspection** after new Subsection 107.2.3 as follows:

107.2.4 Failure to appear for inspection. Owner or their representatives who cannot be available at the proposed time and date, shall no less than 24 hours prior to the scheduled inspection provide the Fire Prevention Division written notice of their unavailability. Failure to appear or provide 24 hour, written notice of unavailability will result in the assessment of a Failure to Appear or a Reschedule Fee as listed in the fee schedule adopted by Resolution of City Council.

- H. **Chapter 1, Section 109, Board of Appeals**, is deleted in its entirety and amended by substituting the following:
- I. **109.1 Appeals.** Appeals before the City of Reading Building and Fire Code Board of Appeals, henceforth known as the Board, shall be governed by the provisions of this Code and all related amendments and by the rules of procedure.
- J. **109.1.1 Background knowledge.** The Board shall become familiar with all other ordinances under which it may be expected to act as well as applicable State statutes such as the Sunshine Law, 65 Pa.C.S. §701 et seq., and Local Agency Law, 2 Pa.C.S. §101 et seq.
- K. **109.1.2 Power to change to ordinances.** Nothing herein shall be construed to grant or give to the Board the power or authority to alter or change the building, fire prevention or other related ordinances, which authority is reserved to the Governing Body.
- L. **109.1.3 Technical and legal services.** Within the limits of funds appropriated by the Governing Body, the Board may employ or contract for secretaries, clerks, legal counsel, consultants, and other technical and clerical services.
- M. **109.1.4 Legal counsel.** The legal counsel to the Board shall be consulted in cases where the powers of the Board are not clearly defined and provide assistance and consultation at hearings and preparation of decisions.
- N. **109.1.5 Fees, costs and expenses.** Fees established by resolution of Council for the City of Reading shall be charged for filing an appeal. Appellants shall also be responsible for all costs and expenses arising from the Appeal which exceed in initial fee.
- O. **109.2 Chairman and members.** The Board shall annually select one of its members to serve as Chairman. The Chairman shall perform all duties required by law, ordinances and these rules; shall preside at all meetings of the Board; shall decide on all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board.

- P. **109.2.1 Secretary.** A qualified clerk shall serve as secretary to the Board. The Secretary shall file a detailed record of all proceedings.
- Q. **109.2.2 Members.** The Board shall consist of seven members appointed by the Mayor and confirmed by the Council of the City of Reading as follows: one for 5 years, one for 4 years, one for 3 years, two for 2 years, and two for 1 year. Thereafter, each new member shall serve for 5 years or until a successor has been appointed.
- R. **109.2.3 Qualifications.** The Board of Appeals shall consist of persons who are qualified by experience and training to rule on matters pertaining to the hazards of fire, explosions, hazardous conditions, or fire protection systems, and are not employed by the City of Reading.
- S. **109.2.4 Alternates.** The Mayor shall appoint and the Council of the City of Reading shall confirm two alternate members who shall be called by the Board Chairman to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for Board membership, and shall be appointed for 5 years or until a successor has been appointed.
- T. **109.3 Meetings.** The Board shall meet upon notice from the Chairman, within 20 days of the filing of an appeal, or at stated periodic meetings.
- U. **109.3.1 Public notice.** The Board shall hold all meetings at specified times and places of which public notice shall be given.
- (a) All hearings before the Board shall be open to the public.
 - (b) Public notice of each meeting shall be given in a newspaper of general circulation within the community within 24 hours' notice prior to the time of the hearing in accordance with the Pennsylvania Sunshine Act, 65 Pa.C.S. § 701 et seq.
- V. **109.3.2 Quorum.** The Board shall modify or reverse the decision of the Fire Code Official by a concurring vote of three members.

W. **109.3.3 Postponement.** When five members are not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

X. **109.3.4 Continuance.** On its own motion, or on approval of requests by applicant, appellants or their authorized agents, the Board may provide for later continuances of cases on which hearings have begun. Such continuances shall be permitted only for good cause, stated in the motion, and, unless time and place is stated, shall require new public notice, with fees paid for by applicants if continuances are at their request or result from their actions. A notice of the place, date and time of the continued hearing shall also be posted prominently at the municipal office where the hearing will be continued.

Y. **109.4 Board's function.** The owner of a structure; the owner's agent; tenants; adjoining property owners; their tenants; or any other person involved in the design, construction, or maintenance of the structure shall have the right to appeal to the Board of Appeals from a decision of the Fire Code Official refusing to grant a modification of this code or of the application of the code.

Z. **109.4.1 Jurisdiction.** The Board shall have exclusive jurisdiction to hear and render final adjudications based on a claim that the true intent of the Fire Prevention Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent form of construction can be used.

AA. **109.4.2 Authority limited.** Nothing herein shall be construed to grant or give to the Board the power or authority to alter or change the Fire Prevention Code, or other related ordinances, which authority is reserved to the Governing Body.

BB. **109.5 Initiating action before the board.** All action before the Board shall be initiated by a written application with fee submission for a hearing, which shall be filed with the Fire Code Official within 20 days of the receipt of an order from the Fire Code Official.

CC. **109.5.1 Hearing schedule.** The Board will conduct hearings and make decisions. In no instance will a hearing be scheduled later than 30 days from

the date of the applicant's request for a hearing, unless the applicant has agreed to an extension of time in writing.

DD. **109.6 Conduct of hearing.** The hearing shall be conducted by the Board and governed by Local Agency Law, 2 Pa.C.S. §101 et seq.

EE. **109.6.1 Order of hearing**

- (a) Hearing called to order.
- (b) Chairman's statement of reason for hearing.
- (c) Chairman's statement of parties to hearing.
- (d) Identification of other parties who wish to be heard.
- (e) Outline of procedures to be followed during hearing.
- (f) Determination of standing.
- (g) Applicant's presentation of their case.
 - (i) Objectors cross-examine applicant's witnesses.
 - (ii) Board cross-examines applicant's witnesses.
- (g) Objector's presentation of their case.
 - (i) Applicants cross-examine objector's witnesses.
 - (ii) Board cross-examines objector's witnesses.
- (h) Statement of the Fire Code Official.
 - (i) Applicant's cross-examination.
 - (ii) Objector's cross-examination.
 - (iii) Board's cross-examination.
- (i) Other testimony and evidence.
- (j) Rebuttal by applicant.
- (k) Rebuttal by objectors.

FF. **109.6.2 Records.** The Board shall keep a record of the proceedings. The minutes of the meeting and copies of graphic or written material received in

evidence shall be made available to any party at cost by the court reporter, in accordance with Local Agency Law and Right to Know Law, 65 P.S. §66.1 et seq.

GG. **109.6.3 Parties.** The parties to the hearing shall be the appellant, municipality, any person affected by the application who has made a timely appearance of record before the Board, and any other person including civic or community organizations permitted to appear by the Board. All persons who wish to be considered parties shall enter appearances in writing on forms provided to the Board for that purpose.

HH. **109.6.4 Representation.** All parties shall have the right to be represented by counsel and shall be afforded the opportunity to respond and present evidence and argument, and to cross-examine adverse witnesses on all relevant issues.

(a) For purposes of this subsection, the term “counsel” shall be construed to mean a duly licensed attorney permitted to practice before the Supreme Court of the

Commonwealth of Pennsylvania.

(b) Any person other than a duly licensed attorney including, but not limited to, architects, engineers and developers shall present a power of attorney or notarized letter executed by the party stating that the person so appearing before the Board is permitted to do so.

II. **109.6.5 Witnesses.** All witnesses shall testify under oath.

JJ. **109.6.6 Evidence.** The Board shall not be bound by strict rules of evidence, but it may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony or evidence. The chairman shall rule on all questions relating to the admissibility of evidence, which may be overruled by a majority of the Board.

KK. **109.6.7 Communication.** The Board shall not communicate directly or indirectly, with any party or his/her representative in connection with any issue involved except upon notice and opportunity for all parties to participate, shall not take notice of any communication, reports, staff memoranda, or other materials except advice from the Board’s solicitor,

unless the parties are afforded an opportunity to contest the material so noticed and shall not inspect the site or its surroundings after the commencement of the hearings with any party or his/her representative unless all parties are given an opportunity to be present.

LL. 109.7 Decisions.

- (a) The Board shall render a written decision within 30 days after the last hearing before the Board in accord with Local Agency Law, 2 Pa.C.S. §101 et seq.
- (b) The Board shall vote on all matters in public session at the meeting in which evidence is concluded. The Board may deliberate upon any matter in executive session provided that any vote is rendered at a public session within the allotted 30-day time limit.
- (c) All matters shall be decided by roll call vote.
- (d) The Board shall modify or reverse the decision of the Fire Code Official by a concurring vote of three members.
- (e) The decision of the Board shall be by resolution. Certified copies shall be furnished to the appellant and to the Fire Code Official.
- (f) No member of the Board shall vote on any matter in which he is personally or financially interested. Said member shall not be counted by the Board in establishing a quorum for such matters.
- (g) No member of the Board shall vote on an adjudication of any matter unless he has attended the public hearing thereon.
- (h) A copy of the final decision shall be delivered to the applicant personally or mailed to him not later than the day following the date of the decision. The Board shall provide by mail or otherwise, to all other persons who have filed their name and address with the Board, a copy of the decision.

MM. Chapter 1, Section 110.4, Violation penalties, is amended by:

- 1. Deleting the words “specify offense” and the brackets surrounding that phrase and by inserting in place thereof the word “summary offense.”

2. Deleting the word “amount” and the brackets surrounding that phrase and by inserting in place thereof “\$300”

3. Deleting the words “number of days” and the brackets surrounding that phrase and by inserting in place thereof “90 days.”

NN. **Chapter 1, Section 111.1 General**, is amended by adding the following after the first paragraph and before Subsection 111.1.1 as follows:

The Fire Code Official or in his/her absence, the senior on-duty fire chief officer shall order the following dangerous or hazardous conditions or materials to be removed or remedied in accordance with this code:

1. Dangerous conditions which are liable to cause or contribute to the spread of
fire in or on said premises, building or structure or adjacent structures or to endanger the occupants thereof.
2. Conditions which would interfere with the efficiency and use of any fire protection equipment.
3. Obstructions to or on fire escapes, stairs, passageways, doors or windows, which are liable to interfere with the egress of occupants or the operation of the fire department in case of fire.
4. Accumulations of dust or waste material in air conditioning or ventilating systems or grease in kitchen or other exhaust ducts.
5. Accumulations of grease on kitchen cooking equipment, or oil, grease or dirt upon, under or around any mechanical equipment.
6. Accumulations of rubbish, waste, paper, boxes, shavings, or other combustible
materials, or excessive storage of any combustible material.
7. Hazardous conditions arising from defective or improperly used or installed electrical wiring, equipment or appliances.
8. Hazardous conditions arising from defective or improperly used or installed equipment for handling or using combustible, explosive or otherwise hazardous materials.
9. Dangerous or unlawful amounts of combustible, explosive or otherwise

hazardous materials.

10. All equipment, materials, processes or operations which are in violation of the

provisions and intent of this code.

OO. **Section 111.2 Evacuation**, Insert the following language after the word

“occupants” ~~that~~ which appears at the end of the first sentence:

When, in the Fire Code Official's opinion, there is actual and potential danger to the occupants or those in the proximity of any structure or premises because of, but not limited to, unsafe structural conditions, or inadequacy of any means of egress, the presence of explosives, explosive fumes or vapors, or the presence of toxic fumes, gases or materials, the Fire Code Official may order the immediate evacuation of the structure or premises.

PP. **Section 111.2.1 Posting**. Add Section 111.2.1 as follows:

111.2.1 Posting. The Fire Code Official is authorized to post structures and premises ordered evacuated in accordance with Section 111.2 with a placard prohibiting entry or occupancy.

QQ. **Section 111.2.2 Placard removal**. Add Section 111.2.2 as follows:

111.2.2 Placard removal. The Fire Code Official shall remove the placard when the unsafe condition or conditions are remedied or have been eliminated. Any person who conceals, covers, hides, removes, or causes to be removed, or defaces a placard without the approval of the Fire Code Official shall be guilty of a summary offense.

RR. **Chapter 1, Section 112.4, Failure to comply**, is amended by deleting the words “amount” and “amount” and the brackets surrounding said words and by substituting in place thereof “\$500” and “\$1,000,” respectively.

SS. **Chapter 1, Section 114 Certificates of Fitness**. Add Section 114 Certificates of Fitness as follows:

Section 114 Certificates of Fitness

114.1 Certificate of fitness. No person shall engage in the following activities without a certificate of fitness issued by the Fire Code Official. A Certificate of Fitness shall be obtained by all applicants/vendors (companies or person(s)) for

the purposes of conducting any operation or performing an act for which a Certificate of Fitness is required as set forth below.

114.2 Application. Applicant shall meet the standards and regulations established by the Fire Marshal, including possession of a Certificate of Insurance covering the work requested, Workmen's Compensation for employees as required by Federal, State or local mandated regulations, laws, and statutes. Additionally, an exhibition of appropriate levels of education, training, certification, and experience shall be submitted to the Fire Marshal for review and Certificate of Fitness issuance prior to any work commencing. The applicant and all employees engaging in the specified work shall have a strong familiarity and understanding of fire protection systems/fire code application for which a Certificate of Fitness is requested. An application on a form prescribed by the Fire Marshal and a fee as established by Resolution of City Council of the City of Reading per system, shall be submitted to the Department of Fire and Rescue Services – Office of the Fire Marshal for review and approval for each system described herein for which an applicant seeks to obtain a Certificate of Fitness.

114.3 Issuance. Upon approval, a Certificate of Fitness shall be issued and the applicant placed on a list of approved vendors within the City of Reading, PA authorizing them to perform the type of work categorized per the approved Certificate of Fitness. Certificates of Fitness shall be valid for one year, January 1 through December 31 of each calendar year. Certificate holders must reapply each calendar year, and provide the fee as established by City Council per system for which they seek approval and listing. Performance of work on a system described below in the City of Reading, PA without a Certificate of Fitness, shall cause the violator to be precluded from applying for a Certificate of Fitness for a period of One (1) calendar year, and subject the violator to fines, double fee costs, citations, and additional costs as provided for herein.

114.4 Certificate categories.

CF-101 Automatic fire alarms Installation/service/inspection

CF-102 Sprinkler/standpipe Installation/service/inspection

- CF-103 Emergency Responder Coverage Enhancement Systems
- CF-104 Alternative Automatic Fire-Extinguishing Systems
- CF-105 Central stations Retransmission, record keeping/
reporting/runner's service
- CF-106 Fire extinguishers Installation/service/inspection
- CF-107 Fireworks/pyrotechnics Displays/demonstrations
- CF-108 Blasting or demolition operations
- CF-109 Other

114.5 Additional categories. The Fire Code Official may require a certificate of fitness for certain processes which pose an unusual risk to the public safety or in cases or as part of the code modification process.

114.6 Fees. Fees for Certificates of fitness shall be in accordance with the Fee Schedule as adopted by the City Council from time to time.

114.7 Revocation. The Office of the Fire Marshal may revoke or suspend a Certificate of Fitness due to an applicant's inability to perform work, or the performance of work, which is not in accordance with this Code.

TT. Chapter 3, Section 301.2 Permits. Add the following sentence at the end of the Section 301.2:

No person shall ignite, cause to be ignited, and permit to be ignited or maintain any open burning without first securing a permit from the Fire Code Official.

UU. Chapter 5, Section 506.1, Where required, add the following sentence at the end of the **Section 506.1 as follows:**

The owner or agent of all new and existing buildings in which fire protection systems are present which were or are required by the City or Pennsylvania law, ordinance, or order, shall provide rapid access Knox Box® key boxes, Knox Box® key switches, Knox Box® pad locks, or other secured boxes as specified by the Fire Code Official, to be installed in a location(s) approved by the Fire Code Official.

VV. **Chapter 9, Section 901.1, Scope.** Delete Section 901.1 Scope in its entirety and substitute the following:

901.1 Scope. The provisions of this chapter shall apply to the maintenance, inspection and testing of all fire protection and life safety systems.

WW. **Chapter 9, Section 901.2 Construction documents** is amended by inserting the words “architectural drawings,” between the words “require” and “construction” in the first sentence.

XX. **Chapter 9, Section 901.4.1, Required fire protection systems.** Delete the words *International Building Code* from the third and sixth lines and substitute *City of Reading Codified Ordinance or other law, statute, regulations or rules*.

YY. **Chapter 9, Section 901.4.2, Nonrequired fire protection systems.** Delete the words *International Building Code* from the first and second line of Section 901.4.2 and substitute *City of Reading Codified Ordinances or other law, statute, regulations or rules* in both locations; add the following sentence after the last sentence: Nonrequired fire protection systems shall be maintained to function as originally installed. If a nonrequired system is to be reduced in function or discontinued, prior approval shall be obtained by the Fire Code Official.

ZZ. **Chapter 9, Section 901.6 Records.** is amended to add section 901.6.2 substitute as follows:

Section 901.6.3.2 Records. Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be provided to the Office of the Fire Marshal within thirty (30) days of request, by the company performing the inspection(s), through the third-party reporting system, Brycer LLC, at a reasonable fee designated by Brycer LLC per inspection, payable directly to Brycer, LLC.

AAA. **Chapter 9, Section 903.2 Where required.** Delete and substitute the following:

903.2 Where required. Approved automatic sprinkler systems shall be

installed as required by the *City of Reading Codified Ordinances or other law, statute, regulations or rules.*

BBB. Chapter 9, Section 903.2, Where required is amended to add **Section 903.2.13. Use Group “B” Business** as follows:

Section 903.2.13, Use Group “B” Business. Throughout all buildings in use group “B” an automatic fire suppression system shall be provided as follows:

- I. When area exceeds 100,000 square feet; or
- II. When the total combined area of all floors exceed 100,000 square feet; or
- III. When the floor level of the highest story is located more than 30 feet (9144 mm) above the lowest level of fire department vehicle access.

CCC. Chapter 9, Section 903.4, Sprinkler system supervision and alarms, is amended by adding the following after the last sentence of Section 903.4 and before the Exceptions: All new fire protection systems (manual or automatic fire detection system or suppression system) where required by the City of Reading, Pennsylvania, State law, ordinance or order shall be connected to an approved central station service system according to NFPA 72, (2016 edition), §26-3. Any exceptions shall be approved by the Fire Code Official.

DDD. Chapter 9, Section 903.4.1, Monitoring, is amended by deleting Section 903.4.1 and substituting in place thereof:

903.4.1 Monitoring. Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to an approved central station service system according to NFPA 72, (2016 edition), §26-3 any exceptions shall be approved by the Fire Code Official.

EEE. Section 904.3.5, Monitoring, is deleted and replaced with the following:

904.3.5 Monitoring. All new and existing fire protection systems (manual or automatic fire detection system or suppression system) where required by the City of Reading, Pennsylvania, State law, ordinance or order shall be connected to an approved central station service system according to NFPA 72, (2016 edition), §26-3. Any exceptions shall be approved by the Fire Code Official.

FFF. **Chapter 9, Section 905.3 Required installations.** Delete the first sentence and substitute the following: Standpipe systems shall be installed where required by the City of Reading Codified Ordinances or other law, statute, regulations or rules.

GGG. **Chapter 9, Add section 905.13 as follows:**

Section 905.13, Standpipe hose valve connections. At each floor level on the stair tower side there shall be connected to each standpipe not more than 5 feet above the floor level, a 2½-inch hose connection with Knox Box®, locking caps, valves and threads conforming to the City of Reading Fire Department standards and as specified by the Fire Code Official. Deviations are required to be approved in writing by the Fire Code Official.

HHH. **Chapter 9, Section 907.1 General.** Delete the words “installation” from the first sentence of the existing section and insert the following before the first sentence:

Fire alarm and detection systems shall be installed where required by the *City of Reading Codified Ordinances or other law, statute, regulations or rules* and where required by the City of Reading, Pennsylvania, State law, ordinance or order shall be connected to an approved central station service system according to NFPA 72, 2016 edition, §26-3. Any exceptions shall be approved by the Fire Code Official.

III. **Chapter 9, Section 907.2, Where required,** is amended by deleting the words “Section 907.2.23” and substituting in place Section 907.2.26.

JJJ. **Section 907.2.9.4, Group R-2 Detection Systems** is renumbered and retitled to read as follows is amended to add the following subsection:

907.2.9.4 Group R-2 detection systems - ten or more dwelling units. An automatic fire detection system shall be installed and maintained in mechanical areas and means of egress in all buildings of use group R-2 of ten or more dwelling units.

KKK. **Chapter 9, Section 907.2.9.4** is amended to add the following subsection:

907.2.9.4.1 Group (R-2) – Existing. The following smoke alarms and/or fire protection systems shall be installed and maintained in existing R-2 occupancies. EXISTING 3-9 DWELLING UNITS

- a. Common Area. Smoke alarms for all common areas, including hall, corridors, stairways, cellars and basements of buildings, shall be directly hard wired to the buildings power supply and shall be interconnected to cause the operation or an activation of an alarm that shall be clearly audible in all portions of the structure over background noise levels with all intervening doors closed which complies with NFPA 72.
 - b. Single and Multiple Station Smoke Alarms Within Dwelling Units. Single and multiple station smoke alarms shall be installed in existing group R-2 occupancies regardless of occupant load in all the following locations:
 - 1. Outside every sleeping area in the vicinity of the bedrooms.
 - 2. In each room used for sleeping purposes.
 - 3. In each story within the dwelling unit including basements and cellars.
 - c. Interconnection. Where more than one smoke alarm is required to be installed within an individual dwelling unit the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all the alarms in the dwelling unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.
 - d. Power Source. Single-station and multiple-station alarms shall receive their primary power from the building wiring and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low.
 - e. Wiring shall be permanent and without a disconnecting switch other than as required for over current protection.
1. EXISTING 10 TO 21 DWELLING UNITS
- a. Common Areas. A complete automatic and manual fire alarm system including notification appliances is required in all common areas as determined by the Fire Code Official.

- b. Single and Multiple Station Smoke Alarms Within Dwelling Units.
Single and multiple station smoke alarms shall be installed in existing group R-2 occupancies regardless of occupant load in all the following locations:
 - 1. Outside every sleeping area in the vicinity of the bedrooms.
 - 2. In each room used for sleeping purposes.
 - 3. In each story within the dwelling unit including basements and cellars.
- d. Interconnection. Where more than one smoke alarm is required to be installed within an individual dwelling unit the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all the alarms in the dwelling unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.
- e. Power Source. Single-station and multiple-station alarms shall receive their primary power from the building wiring and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for over current protection.

2. EXISTING 22 DWELLING UNITS OR MORE

A complete automatic and manual fire alarm system including notification appliances shall be installed throughout the entire structure including dwelling units as determined by the Fire Code Official.

3. EXISTING HIGH RISE BUILDINGS

In buildings with a floor used for human occupancy located more than 65 feet (19812mm) above the lowest level of fire department access, a complete automatic/manual fire alarm system including emergency voice alarm communications shall be installed throughout the entire structure as determined by the Fire Code and Building Official.

(2) Section 907.2.11, Single-Station and Multiple-Station Alarms, applies only to R-1, R-3, and R-4 use groups. (See amended §907.2.9.4 and 907.2.9.4.1 for Use Group R-2).

LLL. Chapter 9, Section 907.10 Single and multiple-station smoke alarms is amended by adding Section 907.10.8 as follows:

907.10.8 Single and multiple station smoke alarm inspection and testing:

1. All single- and multiple-station smoke alarm devices shall be tested in accordance with the manufacturer's instructions, not less than once a month for devices with the primary power supplied by the building electrical service and not less than once a week for devices with the primary power supplied by a monitored battery. All testing shall be conducted by the owner, except as provided for in this section.
2. In the case of tenant occupied properties, every owner shall, at the beginning of the leasehold of a one and two family dwelling, multifamily dwelling, or manufactured home, inspect and test each single- and multiple-station smoke alarm device to insure that each required device is present and in proper working order.
3. In the case of tenant occupied properties, the owner may require the occupant to conduct the weekly/monthly testing as set forth in paragraph (1) above. The owner must then provide the occupant with clear and concise written instructions regarding the weekly/monthly testing and the occupant must be able to perform such testing. The owner must also demonstrate to the occupant the proper testing procedures at the beginning of the leasehold.

4. The occupant shall have the duty and responsibility to notify the owner of any defect(s).
5. The owner shall have the duty and responsibility of remedying any defect after receiving notice of the defect.
6. All single-and multiple-station smoke alarm devices shall be kept in proper working condition at all times and shall be replaced after being in service for a period of ten years or becoming defective/inoperable, whichever comes first.

MMM. **Section 907.2.12, High Rise Buildings**, is amended by adding the following language before the first sentence of the paragraph:

~~907.2.13~~ **907.2.12 High rise buildings**. Buildings with a floor used for human occupancy located more than 65 feet (19812mm) above the lowest level of fire department access.

NNN. **Section 907.2.12.1.1** is amended by deleting subsection 1 and replacing with the following:

1. In each mechanical room/equipment, electrical, transformer, telephone equipment, elevator machine room, elevator lobbies or similar room and stair tower, exits, exit access corridors.

OOO. **Section 907.2.12.32, Fire department communication system** is amended by adding “mechanical rooms” in the first sentence between the words fire pump rooms and areas of refuge.

PPP. **Section 907.2.12**, is amended by adding the following subsection:

~~907.2.13.3~~, **907.2.12.4 Monitoring**. All new and existing fire protection systems (manual or automatic fire detection or suppression systems) where required by the City of Reading, Pennsylvania, State law, ordinance or order shall be connected to an approved central station service system according to NFPA 72, (2016 edition), §§ 26-3.

QQQ. Section 907.2 shall be amended by adding **Section 907.2.24, Height and Area** as follows:

907.2.24 Height and Area. In all buildings four or more stories in height or more than 30 feet in height or 5,000 square feet or more in area shall have an automatic fire alarm/detection system installed throughout the building, conforming to NFPA 72.

RRR. . Section 907.2 shall be amended by adding **Section 907.2.25, Hazardous Areas** as follows:

907.2.25 Hazardous Areas. Smoke detectors shall be installed in the following hazardous areas, in addition to a fire suppression system: trash rooms, painting rooms, laundry collection rooms, furnace room, boiler room, mechanical/electrical rooms, and rooms of similar use as determined by the Fire Code Official.

SSS. . Section 907.2 shall be amended by adding by adding **Section 907.2.26, Sprinklered Buildings**, as follows:

907.2.26 Sprinklered buildings. In all buildings provided with approved automatic sprinkler systems, a complete manual fire alarm system and an automatic detection system shall be provided in all means of egress and mechanical rooms in addition to the automatic fire detection systems required in 907.2.10.1 through and including 907.2.25.

TTT. **Chapter 9, Section 909.1.** Delete the words *International Building Code* in the first sentence and substitute the words *City of Reading Codified Ordinances or other law, statute, regulations or rules.*

UUU. **Chapter 9, Section 913.4, Valve Supervision**, is amended by deleting the entire Section and substituting the following:

913.4 Valve Supervision. Where provided, the fire pump suction, discharge and bypass valves, and the isolation valves on the backflow prevention device or assembly shall be supervised by an approved central station service system according to NFPA 72, (2016 edition), §26-3.

VVV. **Chapter 9, Section 914.1 General.** Delete the words *International Building Code* and substitute the words *City of Reading Codified Ordinances or other law, statute, regulations or rules.*

WWW. **Chapter 10, Section 1031, is amended to add subsection 1031.11**

Overcrowding as follows:

1031.11 Overcrowding. Overcrowding, admittance of any person beyond the approved occupant load established by the City of Reading Building Code or other building code or City ordinance under which the building was constructed, or obstructing aisles, passageways or any part of the means of egress shall not be allowed. The Fire Code Official, upon finding any condition that constitutes a life safety hazard, shall be authorized to cause the event to be stopped until such condition or obstruction is corrected.

XXX ~~Chapter 32, Section 3204.3.6 Location~~ is renumber ~~5504.3.1.1.3~~ with the following language added after the first sentence:

Chapter 55, Section 5504.3.1.1.3 is amended by adding the following language after the first sentence: **Location**, Locations and limitation as determined by the Fire Code Official.

YYY. ~~Chapter 33, Section 3301.1.3 Fireworks~~, is renumbered ~~5601.1.3~~, and amended by deleting Exception No. 4. **Chapter 56, Section 5601.1.3** is amended by deleting Exception No. 4.

ZZZ. ~~Chapter 34, Section 3404.2.9.4~~ is renumbered ~~5704.2.9.5.3~~, the title amended, and replaced with the following: **5704.2.9.5.3 Aboveground tanks inside of buildings**. Locations and limitation of aboveground tanks shall be determined by the Fire Code Official. **Chapter 57, Section 5704.2.9.5 Aboveground tanks inside of buildings**, is amended to add section **5704.2.9.5.3 Locations**, as follows: Locations and limitation of aboveground tanks shall be determined by the Fire Code Official.

AAAA. ~~Chapter 34, Section 3406.2.5.1~~ is renumbered **Chapter 57, Section 5706.2.4.4**, is amended and replaced with the following: **5706.2.4.4 Locations where aboveground tanks are prohibited**, Locations and limitations of aboveground tanks shall be determined by Fire Code Official.

BBBB. ~~Chapter 38, Section 3804.2, Maximum capacity within established limits~~, is renumber ~~6104.2~~ and amended by deleting all wording after the word “of” on the fifth line and inserting the following: **Chapter 61, Section 6104.2** is

amended by deleting the words “2, 000 gallons (7570 L)” and inserting the following:

5 gallons for residential and water capacity of 2,000 gallons for commercial installations.

Drafted by: RPA Solicitor
Referred by: RPA
Introduced on: April 25, 2022
Advertised on: May 2, 2022

**BILL NO. _____-2022
AN ORDINANCE**

AMENDING THE FOLLOWING CITY OF READING CODE SECTIONS:

**576-801, APPLICABILITY AND SCOPE
576-802, AUTHORITY TO REMOVE AND IMPOUND
576-808, RESTRICTIONS UPON REMOVAL OF VEHICLES
576-811, DEFINITIONS
576-812, BOOT INSTALLATION
576-814, BOOT REMOVAL HEARING
576-815, TOWING AND STORAGE OF IMMOBILIZED VEHICLES
576-816, BOOTING FEE
576-817, TAMPERING WITH BOOT PROHIBITED
576-818, IMPLEMENTATION AND ENFORCEMENT**

The Council of the City of Reading hereby ordains as follows:

Section One: The City of Reading hereby amends Chapter 576, Section 800 to provide updates that coincide with other sections and ordinances, as attached.

Section Two: All relevant ordinances, regulations and policies of the City of Reading, Pennsylvania not amended per the attached shall remain in full force and effect.

Section Three: If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

Section Four: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted _____,
2022

President of Council

Attest:

City Clerk
Sent to Mayor _____
Date: _____
Signed by Mayor: _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council: _____
Date: _____

Part 8

Impounding And ~~Booting~~ Immobilization Of Vehicles

A Removal and Impoundment of Illegally Parked Vehicles

§ 576-801. Applicability and scope.

The City of Reading Home Rule Charter and the State Vehicle Code provide the local governing body with the authority to adopt ordinances and regulations to address local problems. This Part provides the City with the authority to remove and impound those vehicles which are parked in a tow-away zone or in violation of the Code of the City of Reading. Any such vehicle may be **immediately** removed by the Reading Police Department, **or** the Reading Parking Authority, ~~or upon order of the Managing Director,~~ **Any such vehicle may also be removed** seven days after the registered owner is provided with written notice to remove the vehicle. Notice shall be transmitted by posting a notice on the vehicle itself, by hand delivery to such owner, or by certified mail. The notice will advise the owner of the violation and direct that ~~he~~ **make the owner take** necessary corrective action within five days or the vehicle will be removed by the City, with the cost of the removal and storage to be levied against the owner ~~and that prosecution proceedings will be commenced.~~

§ 576-802. Authority to remove and impound.

The City **and the Parking Authority** shall have authority to remove and impound, ~~or to order the removal and impounding, of any vehicle parked overtime or otherwise~~ **in violation of any applicable City Ordinance** illegally; provided, that the circumstances of its parking were within the conditions stated in § ~~576-801~~. Provided, no such vehicle shall be removed or impounded except **but only** in strict adherence to the provisions of this Part **City Ordinance** or the provisions of the Vehicle Code, **as applicable**.

§ 576-808. Restrictions upon removal of vehicles.

No vehicle shall be removed under the authority of this Part or the Vehicle Code if, at the time of the intended removal, the owner or the person for the time being in charge of the vehicle is present and expresses a willingness and intention to remove the vehicle immediately. ***This shall not apply to the removal of vehicles for unpaid violations, defaulted payment plans or immobilized vehicles and shall not include the removal of vehicles pursuant to § 576-817.***

§ 576-811. Definitions.

As used in this Part, the following words shall have the following meanings:

~~BOOT, BOOTING or BOOTED~~ **IMMOBILIZE** — ***Use of a device to prevent the operation of a motor vehicle.*** The act of immobilizing a motor vehicle in such a manner as to prevent its operation with a device or by means which will cause no damage to such vehicle unless it is moved while such device is in place or such means are employed.

UNSETTLED PARKING VIOLATIONS — Outstanding violation(s) of **City Ordinance** ~~this Part or the Pennsylvania Motor Vehicle Code indicated by notice, ticket or citation to which either no response has been made. or for which a summons or warrant has been issued, including any adjudicated citation for which the fine and costs have been imposed and remain unpaid in full.~~

§ 576-812. ~~Boot installation.~~ Basis for immobilization.

Upon the direction of the Police Department or the Parking Authority, any Any vehicle or conveyance parked within the City upon any public ground at any time may ***be immobilized pursuant to § 576-603 or as otherwise provided by City Ordinance.*** ~~, by or under direction of a Parking Enforcement Officer or member of the Department of Police, be booted if there are five or more unsettled parking violations pending against the owner of the vehicle or conveyance. The booted vehicle may be towed by the Parking Authority any time after the boot is installed.~~

§ 576-814. ~~Boot removal hearing.~~ Release of immobilized vehicle.

A. The owner of ***an immobilized*** ~~a booted~~ vehicle or other authorized person shall be permitted to secure ***the*** release of ***a*** ~~the~~ vehicle upon:

(1) Payment of all outstanding fines and penalties for each unsettled parking violation, and

(2) Payment of the immobilization fee set forth in § 212-144.

~~(1) Depositing of the collateral required for an appearance before a Magisterial District Judge to answer for each unsettled parking violation.~~

~~(2) Paying the amount of the fine, penalty and court costs, if any, for each unsettled parking violation.~~

~~(3) The payment of fees as required by § 576-816.~~

~~B. The owner of a booted vehicle or other authorized person shall have the right to a post-immobilization hearing limited to the determination of the validity of the booting. Such hearing shall be requested within 15 days after the vehicle is booted and shall be conducted by the Executive Director of the Parking Authority. The hearing shall be held during normal business hours within one business day of the demand thereof, or as soon as practical. The post-immobilization hearing shall not be determinative of or adjudicate the merits of any citation issued relative to any immobilized vehicle but shall be limited solely to whether the vehicle was properly subject to booting under the provisions of this Part.~~

§ 576-815. ~~Booting or towing and storage of vehicles.~~ Towing and storage of immobilized vehicles.

The Reading Area Parking Authority may immediately tow any vehicle that is booted **immobilized, pursuant to § 576-603 or as otherwise provided by City Ordinance** for having a minimum of five unsettled parking tickets. The booted vehicle may be towed by the Parking Authority any time after the boot is installed. If the booting occurs when a vehicle is parked in any zone regulated by towing provisions, then such vehicle is subject to immediate towing and storage. Towing and storage fees, as specified in this chapter, shall be paid, along with **the payments required by fees** specified in § 576-814 before the owner of such vehicle or authorized person shall be permitted to repossess or secure the release of the vehicle. **Unclaimed vehicles shall be deemed abandoned and subject to disposal as authorized by law.** ~~Vehicles unclaimed within 60 days of towing and storage shall be deemed abandoned and subject to disposal as such in the manner authorized by law.~~

§ 576-816. ~~Booting~~ Immobilization fee.

The owner of an immobilized vehicle shall be subject to the fees set forth in § 212-144 and as otherwise provided in this Part.

~~The owner of a booted vehicle shall be subject to a fee as provided in §§ 576-806 and 576-809, for such immobilization in addition to any outstanding fines. Which fee shall be paid prior to removal unless otherwise ordered in accordance with § 576-814.~~

§ 576-817. Tampering with ~~boot~~ immobilization device prohibited.

Any person who ***tampers with, removes or attempts*** shall ~~tamper with, remove or attempt to remove~~ any device used to immobilize a motor vehicle ~~that has been booted pursuant to this Part~~ ***or applicable City Ordinance***, or who shall move or attempt to move ~~the vehicle booted~~ ***an immobilized vehicle*** before release of the vehicle has been officially secured shall ***have their vehicle subject to an immediate tow and shall pay the costs of repairing or replacing said device.*** ~~be, upon conviction thereof, sentenced to pay a fine of not less than \$500 nor more than \$1,000, plus costs of repairing or replacing said device, together with the cost of prosecution, and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days.~~

§ 576-818. Implementation and enforcement.

This Part shall be enforced by the ***Police Department and the Reading Parking Authority***, ~~whose Executive Director shall have authority for implementing the parking enforcement provisions thereof and to~~ ***each of which may*** promulgate such rules and regulations as are necessary therefor, which ~~regulations~~ shall become effective upon approval by Council.

Drafted by
Sponsored by/Referred by
Introduced on
Advertised on

K. Mooney
Albright College
April 25, 2022
May 2, 2022

BILL NO. _____ 2022

AN ORDINANCE AMENDING CHAPTER 600, SECTION 501 OF THE CITY OF READING ZONING ORDINANCE BY AMENDING THE MAP WHICH PROVIDES FOR THE BOUNDARIES OF THE DISTRICTS ENUMERATED IN CHAPTER 600, SECTION 501. CHAPTER 600, SECTION 501 SHALL BE AMENDED TO PROVIDE FOR THE REZONING OF A PARCELS OF LAND CURRENTLY LOCATED WITHIN THE CITY OF READING'S M-C, MANUFACTURING/COMMERCIAL ZONING DISTRICT TO THE R-3 ZONING DISTRICT. THE PARCELS OF LAND TO BE REZONED FROM M-C TO R-3 IS 1716 NORTH 12th STREET, READING, PENNSYLVANIA.

BACKGROUND

WHEREAS, the City of Reading Codified Ordinances sets forth Chapter 600, entitled "City of Reading Zoning Ordinance" which chapter has been amended from time to time; and

WHEREAS, Chapter 600, Section 501 establishes and adopts the "Official Zoning Map" of the City of Reading; and

WHEREAS, the City Council of the City of Reading desires to amend the Official Zoning Map of the City of Reading, more specifically, portions of the Northeast portion of the City of Reading as depicted in Exhibit "B" attached hereto, in accordance with the provisions set forth in Section 609 of the Pennsylvania Municipalities Planning Code, as enunciated in 53 P.S. § 10609.

NOW, THEREFORE, the City Council of the City of Reading hereby ordains as follows:

SECTION 1. Chapter 600, Section 501 of the City of Reading Zoning Ordinance is hereby amended so as to provide that:

A. That certain tract of land recorded at Deed Book volume 5416 Page 1881, in the Berks County Recorder of Deeds office, having a parcel identification number of 17531722195818, more commonly known as 1716 North 12th Street, more specifically described and set forth on Exhibit "A" annexed hereto and incorporated herein by reference, currently constituting a portion of the M-C Zoning District, shall henceforth constitute a portion of the R-3 Zoning District.

SECTION 2. The zoning officer of the City of Reading is hereby authorized to take such actions as may be necessary to cause the Official Zoning Map of the City of Reading to be amended in accordance with the terms and provisions of this Ordinance and shall take such other actions as may be necessary to effectuate the terms of this Ordinance.

SECTION 3. All ordinances or resolutions, or parts of ordinances or resolutions, insofar as they are inconsistent with this Ordinance are hereby repealed.

SECTION 4. The provisions of this Ordinance shall be severable and if any of its provisions shall be held to be unconstitutional or illegal, the validity of any other remaining provisions of the Ordinance shall not be affected thereby. It is hereby expressly declared as the intent of the City Council of the City of Reading that this Ordinance would have been adopted had such unconstitutional or illegal provision or provisions had not been included herein.

SECTION 5. All other provisions of Chapter 600, Section 501, et seq., of the City of Reading Codified Ordinances shall remain unchanged and in full force and effect.

SECTION 6. This Ordinance shall become effective ten (10) days after its enactment by City Council.

ENACTED this _____ day of _____, 2022.

CITY OF READING,
Berks County, Pennsylvania

By:

President of Council

Attest: _____
City Clerk

Sent to Mayor _____ Date: _____
Signed by Mayor _____ Date: _____
Vetoed by Mayor: _____ Date: _____
Over-ridden by Council on: _____

Drafted by
Sponsored by/Referred by
Introduced on
Advertised on

City Clerk
Police Dept.
April 25, 2022
May 2, 2022

BILL NO. _____-2022

**AN ORDINANCE AMENDING THE CITY OF READING CODE SECTION 576-409
PARKING PROHIBITED ON PRIVATE PROPERTY AND SECTION § 576-
803. AUTHORITY TO REMOVE AND IMPOUND UNATTENDED VEHICLES ON
PRIVATE PROPERTY BY ANY PRIVATELY OPERATED TOWING BUSINESSES
OPERATING WITHIN THE CITY OF READING, AS PER 75 Pa.C.S. § 3353.3.b, AS
ATTACHED TO PREVENT PREDATORY TOWING**

- Section 1:** The City of Reading hereby amends City of Reading Code Section 576-409 Parking Prohibited on Private Property and Section § 576-803. Authority to Remove and Impound Unattended Vehicles on Private Property by any Privately Operated Towing Businesses operating within the City of Reading, as per 75 Pa.C.S. § 3353.3.b, and as set forth in Attachment A to prevent predatory towing practices.
- Section 2:** All relevant ordinances, regulations and policies of the City of Reading Not amended by the attached shall remain in effect.
- Section 3:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.
- Section 4:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____ Date: _____
Signed by Mayor _____ Date: _____
Vetoed by Mayor: _____ Date: _____
Over-ridden by Council on: _____

ATTACHMENT A

§ 576-409. Parking prohibited on private property.

[Amended 2-12-2007 by Ord. No. 14-2007; 9-10-2007 by Ord. No. 68-2007]

A. No person shall park or leave unattended a vehicle on private property without consent of the owner or the other person in control or possession of the property, except in case of emergency or disablement of the vehicle, in which case the operator, within 24 hours, must show proof of the emergency or disablement and removal of the vehicle from the private property. **See Chapter 576-803.**

B. The provisions of this section shall not apply to private parking lots unless such lots are posted to notify the public of any parking restrictions and the operator of the vehicles violates such posted restrictions. For the purpose of this section, a "private parking lot," means a parking lot open to the public or used for parking without charge; or a parking lot used for parking with a charge. The City hereby adopts the regulations promulgated by the Pennsylvania Department of Transportation which defines posting for public notice pursuant to 75 Pa.C.S.A. § 3353(b) and any amended or successor statute(s).

§ 576-803. Authority to remove and impound unattended vehicles on private property by any privately operated towing businesses operating within the City of Reading, as per 75 Pa.C.S. § 3353.3.b.

[Added 7-24-2017 by Ord. No. 73-2017]

A. No person shall park or leave an unattended vehicle on private property without the consent of the owner or person in control or possession of the property except in case of emergency or disablement of the vehicle, in which case the operator shall arrange for the removal of the vehicle as soon as possible.

B. The provisions of this section shall only apply to privately owned lots where signage is posted to notify the public about the restriction. For purposes of this section, "private parking lot" shall mean a parking lot open to the public or used for parking without charge; or a parking lot used for parking with charge.

C. The required signage shall be posted at each entry to the parking lot. If there are no designated entrances—such as when a lot has one or more sides continuously open to a roadway—one or more signs should be erected so as to be readily visible to an ordinarily observant driver.

1. The sign(s) shall conform to 67 Pa. Code, § 212.115. Posting of private parking lots and contain language approved by the City of Reading Police Department.

2. Letters must have a minimum height of 3 inches

3. The sign must have a retro-reflectorized sign message or background and be positioned so as to be illuminated by the headlight beams of entering vehicles, or the sign may be illuminated during applicable hours of darkness so as to be readily visible to an ordinarily observant driver.

4. Under 75 Pa.C.S. § 3353(b), the prosecution of an owner or towing a vehicle from a private parking lot is prohibited unless restrictions are posted in accordance with this subsection.

C.D The property owner or person in control or possession of the property shall have the ability to remove or have removed an unattended vehicle by a privately operated towing business **if (i) the vehicle in violation of this section is reported to the City of Reading Police Department by the property owner, or person in**

control or possession of the property, (ii) a citation is issued to the vehicle by the City of Reading Police Department and (iii) the property owner provides the City of Reading Police Department with a valid contract permitting the privately operated towing business to conduct business on the private property or, in lieu thereof, the private property owner has, prior thereto, provided the City of Reading Police Department with documentation indicating the private property that the privately operated towing business has authority to conduct business at along with a copy of the fully signed contract between the private property owner and the privately operated towing business. Any towing company contracted to remove vehicles from private property shall not charge more than \$100 for towing, **\$50 for “dropping” the vehicle on site with no tow** and no more than \$10 a day for storage, **charged to the owner of the vehicle, beginning the day after the vehicle is towed** as per Chapter 212, Tow Service Charges.

D.E. This section shall be enforced by the City of Reading Police Department and shall apply to all **private property and** privately owned towing businesses operating within the City of Reading. **The enforcement hereunder shall include, but not be limited to, ensuring compliance of the signage required under subsection C above.**

E.F. Violations and penalties. Whoever violates any provision of this section shall be, upon conviction thereof, sentenced to pay a fine not less than \$100 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day during which any person violates any provision of this chapter shall constitute a separate offense.

Drafted by City Clerk/Council Solicitor
Sponsored by/Referred by Councilors Reed, Goodman-Hinnershitz,
Daubert
Introduced on April 25, 2022
Advertised on N/A

**BILL NO. _____ 2022
AN ORDINANCE**

AN ORDINANCE AMENDING CITY CODE CHAPTER 5, PARTS 2 CITY COUNCIL, 3 MAYOR AND 4 CITY AUDITOR PROHIBITING THESE OFFICIALS, WHETHER ELECTED OR APPOINTED, FROM USING A CITY-OWNED VEHICLE, CITY GAS CARD AND CITY CREDIT CARD.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Amending the City Code Chapter 5 Administrative Code, Parts 2, 3 and 4 which apply to City Council, the Mayor and the City Auditor as follows:

§ 5-202. General provisions. [Amended 1-24-2022 by Ord. 9-2022]

The number of Council members, their terms, election and qualifications and the filling of Council vacancies shall be as provided in the Charter.

As part of the process to qualify to take office, as prescribed by Charter Section [203](#), an elected Council member commencing a new term must take and subscribe the oath of office pursuant to 53 Pa.C.S. § 1141 (relating to form of oaths of office) at the Council organization meeting or within 14 days of the date of the Council organization meeting. Failure to take the oath of office within 14 days of the organization meeting shall result in ineligibility to qualify to take office and cause the seat to be declared vacant and filled by Council in accordance with Charter Section [207](#).

No member of City Council, whether elected or appointed, shall have the use of a City-owned or leased vehicle, a City-owned gas card or City Credit Card. All expenses associated with required travel for official business outside the limits of Berks County, shall be reimbursed to the Council member via the Standard Mileage Rate set by the Internal Revenue Service (IRS) and/or reimbursed by following § 5-809 Purchasing Policy and Procedure, Section 12 Petty Cash procedures.

§ 5-401. Power and duties. [Amended 10-11-2004 by Ord. No. 42-2004]

The Managing Director shall be the Chief Administrative Officer of the City of Reading responsible to the Mayor for the administration of all City affairs placed in the Managing Director's charge pursuant to the Charter. The power and duties prescribed by law, the Charter and ordinance shall include but not be limited to the following:

In addition, ***no Mayor, whether elected or appointed, shall have the use of a City-owned or leased vehicle, a City-owned gas card or City Credit Card. All expenses associated with required travel for official business outside the limits of Berks County, shall be reimbursed to the Mayor via the Standard Mileage Rate set by the Internal Revenue Service (IRS) and/or reimbursed by following § 5-809 Purchasing Policy and Procedure, Section 12 Petty Cash procedures.***

§ 5-501. Power and duties.

The City Auditor shall have financial oversight of the City of Reading finances and shall have those powers and duties prescribed by law, Charter or ordinance and include but not be limited to the following:

In addition, no City Auditor, whether elected or appointed, shall have the use of a City-owned or leased vehicle, a City-owned gas card or City Credit Card. All expenses associated with required travel for official business outside the limits of Berks County, shall be reimbursed to the Auditor via the Standard Mileage Rate set by the Internal Revenue Service (IRS) and/or reimbursed by following § 5-809 Purchasing Policy and Procedure, Section 12 Petty Cash procedures.

SECTION 2. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

SECTION 3. This Ordinance shall become effective ten (10) days after its adoption in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____ Date: _____

Signed by Mayor _____ Date: _____

Vetoed by Mayor: _____ Date: _____

Over-ridden by Council on: _____

Drafted by
Sponsored by/Referred by
Introduced on
Advertised on:

Electrical Inspector/City Clerk
Electrical Inspector/Board
May 9, 2022
May 16, 2022

BILL NO _____ - 2022

AN ORDINANCE of the City of Reading, Pennsylvania adopting Administrative Provisions regulating and controlling the establishment, installation alteration, repair, replacement, addition to any electrical system in the City of Reading, Pennsylvania; providing for the issuance of permits, license fees, notices, and the administration and enforcement authority of the same and repealing Ordinance No. 98-2006 known as the Electrical Code of the City of Reading, Pennsylvania and all other ordinances and parts of the ordinances in conflict therewith.

WHEREAS, by Act 45 of 1999 the Commonwealth of Pennsylvania adopted a statewide building code called the Uniform Construction Code (“UCC”); and

WHEREAS, in adopting the UCC the Commonwealth of Pennsylvania elected to adopt the International Codes issued by the International Code Council as the controlling codes; and

WHEREAS, municipalities throughout the Commonwealth of Pennsylvania were allowed to elect to enforce the UCC by opting in or not to enforce by opting out and the City of Reading elected to opt in to enforce the UCC; and

WHEREAS, per Section 303 of the UCC the Commonwealth of Pennsylvania permitted municipalities opting in to enforcement of UCC to carry over into their adoption of the International Codes and enforcement of the UCC any pre July 1, 1999 code provisions as amendments thereto that equals or exceeds the UCC as part of adoption and enforcement of the triennial code adoption under the UCC; and

WHEREAS, the City adopted Electrical Code standards by Ordinance No 173-1990 enacted on or around December 5, 1990 which exceed the requirements of the UCC and have continued since their adoption; and

WHEREAS, the pre-1999 Electrical Code provisions continue in accordance with section 303 of the Pennsylvania Uniform Construction Code; and

WHEREAS, the pre-1999 Electrical Code provisions from Ordinance 173-1990 and any subsequent amendments which incorporated the pre-1999 amendments are incorporated hereto and renumbered in accord as part of the City’s adoption of the 2018 International Electrical Code.

WHEREAS, the International Codes are changed / updated every three (3) years;

WHEREAS, by Act 36 of 2017 the Commonwealth of PA mandated the triennial update of the referenced ICC codes to be utilized for enforcement of the UCC;

WHEREAS, the Commonwealth of Pennsylvania requires all municipalities opting in to enforcement of the UCC to adopt the mandated edition of the requisite International Codes that are currently adopted by the Commonwealth of PA, to comply with and enforce the UCC; and

WHEREAS, City of Reading desires to continue enforcement of the UCC and remain opted in as well as confirm the mandate of the Commonwealth of Pennsylvania it adopts the UCC stated edition of the requisite International Codes.

NOW THEREFORE, the City Council of the City of Reading does hereby ordain as follows:

SECTION 1

Recording the recitals as set out herein. That a certain document, three (3) copies of which are on file in the office of the City Clerk of the City of Reading, being marked and designated as the ICC Electrical Code, Administrative Provisions, 2009 Edition, as published by the International Code Council, **National Electrical Code, current Commonwealth of PA adopted edition, as published by NFPA, the International Residential Code electrical provisions, current edition, as adopted by the state and the following administrative amendments** be and is hereby adopted as the Electrical Code of the City of Reading, Berks County, Commonwealth of Pennsylvania for regulating the design, construction, **quality of** materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, or use **or maintenance** of electrical systems as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Electrical Code on file in the office of the City of Reading City Clerk and the Electrical Code Official are hereby referred to, adopted and made a part hereof, as if fully set out in this ordinance **Part**, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance **§180-702 of this Part**.

SECTION 2 – ADMINISTRATIVE AMENDMENTS

CHAPTER 1 SCOPE

SECTION 101 – GENERAL

—(1) Section 101.1 is amended by deleting the words "name of jurisdiction" and the brackets surrounding that phrase and by inserting in place thereof the words "the City of Reading."

101.1 Title. These regulations shall be known as the Electrical Code of The City of Reading, Pennsylvania and shall be cited as such and will be referred to herein as "this code."

101.2 Purpose. The purpose of this code is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, installation, materials, location, operation, or use of electrical systems and equipment and incorporating the recitals above herein.

101.3 Scope. This code shall regulate the design, construction, installation, alteration, repairs, relocation, replacement, addition to, or use, of any electrical systems and equipment in all residential, commercial, institutional, and industrial applications located in the City of Reading, Berks County, Commonwealth of Pennsylvania.

SECTION 102 - APPLICABILITY

102.1 General. The provisions of this code shall apply to all matters affecting or relating to structures and premises, as set forth in Section 101.

102.1.1 Existing installations. Except as otherwise provided for in this chapter, a provision in this code shall not require the removal, alteration or abandonment of, nor prevent the continued

utilization and maintenance of, existing electrical systems and equipment lawfully in existence at the time of the adoption of this code.

102.1.2 Maintenance. Electrical systems, equipment, materials and appurtenances, and parts thereof shall be maintained in proper operating condition in accordance with the original design and in a safe, hazard-free condition. Devices or safeguards that are required by this code shall be maintained in compliance with the code edition under which installed. The owner or the owner's designated agent shall be responsible for the maintenance of the electrical systems and equipment. To determine compliance with this provision, the code official shall have the authority to require that the electrical systems and equipment be re-inspected.

102.1.3 Additions, alterations and repairs. Additions, alterations, renovations and repairs to electrical systems and equipment shall conform to that required for new electrical systems and equipment without requiring that the existing electrical systems or equipment comply with all of the requirements of this code. Additions, alterations and repairs shall not cause existing electrical systems or equipment to become unsafe, hazardous or overloaded. Minor additions, alterations, renovations and repairs to existing electrical systems and equipment shall meet the provisions for new construction, except where such work is performed in the same manner and arrangement as was in the existing system, is not hazardous and is approved.

102.1.4 Change in occupancy. It shall be unlawful to make a change in the occupancy of any structure that will subject the structure to any special provision of this code applicable to the new occupancy without approval. The Electrical Code Official shall certify that such structure meets the intent of the provisions of law governing building construction for the proposed new occupancy and that such change of occupancy does not result in any hazard to public health, safety or welfare.

102.1.5 Moved buildings. Electrical systems and equipment that are a part of buildings or structures moved into or within the jurisdiction shall comply with the provisions of this code for new installations.

102.1.6 Special Historic Buildings. The provisions of this code relating to the alterations, repair, replacement, or restoration of those structures designated as historic buildings shall not be mandatory when such work is deemed to be safe and in the public interest of health, safety and welfare by the Electrical Code Official.

102.2 Differences. Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

102.3 Other laws. The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

102.4 Validity. In the event any part or provision of this code is held to be illegal or void, this shall not have the effect of making void or illegal any of the other parts or provisions thereof, which are determined to be legal; and it shall be presumed that this code would have been adopted without such illegal or invalid parts or provisions.

102.4.1 Segregation of invalid provisions. Any invalid part of this code shall be segregated from the remainder of this code by the court holding such part invalid, and the remainder shall remain effective.

102.5 Application of references. References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapters, sections or provisions of this code.

102.6 Referenced codes and standards. The codes and standards referenced in this code shall be those that are listed in Chapter 13 and such codes and standards shall be considered part of the requirements of this

code to the prescribed extent of each such reference. Where differences occur between provisions of this code and referenced codes or standards, the provisions of this code shall apply.

Exception: Where enforcement of a code provision would violate the conditions of the listing of the equipment or appliance, the conditions of the listing and manufacturer's instructions shall apply.

102.7 Appendices. Provisions in the appendices shall not apply unless specifically referenced in the adopting ordinance.

102.8 Subjects not regulated by this code. Where no applicable standards or requirements are set forth in this code, or are contained within other laws, codes, regulations, ordinances or bylaws adopted by the City of Reading, compliance with applicable standards of nationally recognized standards as are approved shall be deemed as prima facie evidence of compliance with the intent of this code. Nothing herein shall derogate from the authority of the Electrical Code Official to determine compliance with codes or standards for those activities or installations within the Electrical Code Official's jurisdiction or responsibility.

CHAPTER 2 DEFINITIONS

SECTION 201 - GENERAL

201.1 Scope. Unless otherwise expressly stated, the following words and terms shall, for the purposes of this code, have the meanings indicated in this chapter.

201.2 Interchangeability. Words used in the present tense include the future; words in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural, the singular.

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in the International Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Private Sewage Disposal Code, International Residential Code, International Zoning Code or NFPA 70(NEC), such terms shall have meanings ascribed to them as in those codes.

201.4 Terms not defined. Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

SECTION 202 - GENERAL DEFINITIONS

ALTERNATIVE ENERGY SYSTEM Shall include any and all components of any system that produces electrical power independent of the utility electrical grid. Including but not limited to: generators, solar photovoltaic panels and arrays, battery banks, wind turbines, all associated electronic controls, control wiring, disconnecting means, overcurrent protection, metering equipment, all associated wiring, mounting appurtenances, and hardware. An Alternative Energy System can be either connected to the Utility Grid (grid tied) or a standalone (island) system.

APPROVED Approved by the Electrical Code Official or other authority having jurisdiction.

APPROVED AGENCY An established and recognized agency regularly engaged in conducting tests or furnishing inspection services, where the agency has been approved by the Electrical Code Official.

ELECTRICAL CODE OFFICIAL The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative.

ELECTRICAL UTILITY GRID The portions of a wiring system that are owned or leased by an electric utility for the purpose of communications, metering, generation, control, transformation, or distribution of electric energy to the defined Service Point of a premises.

LISTED AND LISTING Equipment, appliances or materials included in a list published by a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of listed equipment, appliances or materials, and whose listing states either that the equipment, appliances or materials meet nationally recognized standards, or has been tested and found suitable for use in a specified manner. Not all testing laboratories, inspection agencies and other organizations concerned with product evaluation use the same

means for identifying listed equipment, appliances or materials. Some do not recognize equipment, appliances or materials as listed unless they are also labeled. The authority having jurisdiction shall utilize the system employed by the listing organization to identify a listed product.

LOW VOLTAGE SYSTEM Shall include any and all components of a premises wiring system, or an alternative energy system operating at voltages under 50 volts A/C or D/C. Including but not limited to: alarm systems, voice, data, signaling, CCTV, or telecommunications systems, automation, and industrial control systems

MATERIAL Shall be understood to include any and all electrical appliances, electrical motors, electrical fixtures, electrical distribution equipment, electrical wire, electrical conduit, fittings, and supports, all wiring devices of any kind or nature used as a part of any installation for the transmission or consumption of electrical energy regardless of the voltage, and including the electrical installation and apparatus used in connection with and adjunctive to heating, cooling, cooking, plumbing, ventilation, mechanical and refrigeration equipment, display and advertising signs, water heaters, alternative energy equipment, and voice, data, sound, or telecommunications equipment, provided, however such terms shall not include lamps or domestic electrical appliances severable from freehold without material damage thereto.

OCCUPANCY The purpose for which a building, or part thereof, is utilized or occupied.

PREMISES WIRING SYSTEM Shall include any and all components of a wiring system that is supplied by the electrical utility grid. Including but not limited to: service entrance conductors, load centers, switchgear, panel boards, overcurrent protection, transformers, metering equipment, feeders, branch circuits, and grounding conductors and systems.

SERVICE POINT The point of connection between the facilities of the serving utility and the premises wiring

CHAPTER 3 ORGANIZATION AND ENFORCEMENT

SECTION 301 - DEPARTMENT OF ELECTRICAL INSPECTION

301.1 is amended to delete any reference to a "Department of electrical inspection" and insert in place thereof an "Electrical Inspector as part of the Code Services Building/Trades Division of the City of Reading"

301.1 Creation of enforcement agency. The agency charged with the enforcement of this code shall be The Building/Trades Division of the Community Development Department of the City of Reading. This electrical code shall be enforced by the Electrical Inspector (Electrical Code Official) of the City of Reading. The function of the division shall be to assist the Electrical Code Official in the administration and enforcement of the provisions of this code.

301.2 Appointment. A qualified Electrical Code Official shall be appointed by the executive authority of the City of Reading.

301.3 Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the Electrical Code Official shall have the authority to appoint a deputy code official, the related technical officers, inspectors, plans examiners and other employees. Such employees shall have powers as delegated by the Electrical Code Official.

SECTION 302 - DUTIES AND POWERS OF THE CODE OFFICIAL

302.1 General. The Electrical Code Official is hereby authorized and directed to enforce the provisions of this code. The Electrical Code Official shall have the authority to render interpretations of this code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules and regulations shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

302.1.1 Qualifications. The Electrical Code Official in order to be eligible for appointment shall:

1. Have had not less than ten (10) years practical experience while the holder of a City of Reading Master Electricians License or a Master Electricians License that is issued by a jurisdiction that is recognized and reciprocated by the City of Reading
2. Hold current certifications for Residential Electrical Inspector, Commercial Electrical Inspector, and Electrical Plans Examiner as required by the PA Dept of Labor and Industry, and UCC regulations or obtain these certifications within 1 year of hire

302.2 Duties The Code Official Shall

1. Cause an inspection or inspections to be made by himself or his duly authorized agents, upon installation, removal, extension or alteration of any ~~electrical wiring~~ premises wiring systems, alternative energy systems, low voltage system, and materials pursuant to this ordinance ~~Part~~ Part, to determine that the electrical work conforms with the NEC, this ordinance ~~Part~~ Part and other ordinances of the City of Reading, and the Statutes of the Commonwealth of the State of Pennsylvania ~~in accordance with Chapter 7.~~
2. ~~The Electrical Code Official shall serve as proctor in the administration of City of Reading, electrical license examinations.~~
3. ~~The Code Official shall enforce the ICC Electrical administrative Provisions and NEC as adopted by the ICC~~

302.3 Rule-making authority. The Electrical Code Official shall have authority as necessary in the interest of public health, safety and general welfare, to adopt and promulgate rules and regulations and to designate requirements applicable because of local climatic or other conditions. Such rules shall not have the effect of waiving requirements specifically provided for in this code, or of violating accepted engineering methods involving public safety.

302.4 Applications and permits. The Electrical Code Official is authorized to receive applications, review construction documents and issue permits for the installation of premises wiring systems, alternative energy systems, low voltage systems, and materials, inspect the premises for which such permits have been issued, and enforce compliance with the provisions of this code.

302.5 Notices and orders. The Electrical Code Official is authorized to issue all necessary notices or orders in accordance with Chapter 10 as are required to effect compliance with this code.

302.6 Identification. The Electrical Code Official shall carry proper identification as required by Section 702.4.1.

302.7 Right of entry. The Electrical Code Official is authorized to enter the structure or premises at reasonable times to inspect or perform the duties imposed by this code in accordance with Section 702.4.

302.8 Department records. The Electrical Code Official as part of the Building/Trades Division shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, notices and orders issued, and as required by this code, such records shall be retained in the official records for the period required for retention of public records.

302.8.1 Approvals and modifications. A record of approvals and modifications granted shall be maintained by the Electrical Code Official and shall be available for public inspection during business hours in accordance with applicable laws.

302.8.2 Inspections. The Electrical Code Official shall keep a record of each inspection made, including notices and orders issued, showing the findings and disposition of each.

302.8.3 Alternative methods or materials. The application for modification, alternative methods or materials and the final decision of the Electrical Code Official shall be in writing and shall be officially recorded in the permanent records of the code official.

302.9 Liability. The Electrical Code Official, officer or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings.

The Electrical Code Official or any subordinate shall not be liable for costs in any action, suit or proceeding that is instituted in pursuance of the provisions of this code; and any official, officer or employee, acting in good faith and without malice, shall be free from liability for acts performed under any of its provisions or by reason of any act or omission in the performance of official duties in connection therewith.

SECTION 303 - CERTIFICATE OF OCCUPANCY

303.1 Use and occupancy. No building or structure shall be used or occupied until a certificate of occupancy has been provided in accordance with the International Building Code.

CHAPTER 4 PERMITS AND FEES

SECTION 401 - GENERAL

401.1 Permits required. Permits required by this code shall be obtained from the Electrical Code Official. Permit fees, if any, shall be paid prior to issuance of the permit. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the Electrical Code Official.

401.2 Work Requiring Permit. It shall be unlawful for any individual person, partnership, co-partnership, firm, association, corporation or other legal entity to commence or cause to commence any installation of a premises wiring system, alternative energy system, low voltage system, and materials used for the transmission of electric current for electric lighting, heating, power, or low voltage systems in existing buildings, structures or outdoor electrical displays or signs, or in the construction, reconstruction, alteration or repair of buildings, structures or outdoor electrical displays or signs, or the alteration, replacement, conversion or addition of same, without first applying for and obtaining a permit to do so pursuant to this ordinance Part.

1. ~~All permits for all installations, introduction or construction of any electrical work, electrical materials, electrical equipment, or electrical fixtures as aforesaid, shall be accompanied with an application for inspection on the form of a certified third party inspection agency operating under the terms and conditions of the current edition of the National Electrical Code as recommended by the National Fire Protection Association, and approved by the American Standard Association, identifying the premises wherein the installation or construction is to be made, and the extent, specification and classification of the work to be done.~~
2. Any necessary forms and applications required by utility companies shall be secured before work commences.
3. Service and repair work permits shall be secured within 5 (five) days of commencing work.
4. In cases of emergency, the permit shall be secured within 5 (five) days of commencing work

5. New construction work permits, shall be secured prior to commencing work.

401.3 Work exempt from permit. The following work shall be exempt from the requirement for a permit:

1. **Listed cord and plug connected temporary decorative lighting.**
2. **Removal and replacement of existing, defective wiring devices with like kind, without alteration to existing branch wiring.**
3. **Removal and replacement of existing, defective light ballasts with like kind, without alteration to existing branch wiring.**
4. **Removal and replacement of existing, defective lamps with like kind, without alteration to existing branch wiring.**
5. **Removal and replacement of existing, defective branch circuit over-current devices of the required capacity in the same location without alteration to existing branch wiring..**
6. **Temporary wiring for experimental purposes in suitable experimental laboratories.**

Exemption from the permit requirements of this code shall not be deemed to grant authorization for work to be done in violation of the provisions of this code or other laws or ordinances of this jurisdiction.

SECTION 402 - APPLICATION

402.1 General. The Electrical Code Official is authorized to receive applications for and issue permits as required by this code.

402.2 Application. Process for Obtaining Electrical Permits.

1. Holders of a Master Electrician License, Special License or Electrical Equipment and Appliance Contractor License when self-employed, as defined in this code, before the installation, introduction or construction of any premises wiring systems, alternative energy systems, low voltage system, and materials within the City shall first file a written and signed application for permit in the ~~Code Services~~ Building/Trades Division Office.
2. Permit applications forms may be mailed to the ~~Code Services~~ Building/Trades Division Office accompanied by the proper fee and a stamped, self-addressed envelope, and the office shall issue the permit upon the approval of the Electrical Code Official, pending any required plan reviews. Permits shall be displayed on the premises where the work is being performed so they are visible from the street before such work commences. The applicant, on the day of issue, shall pay to the City of Reading all fees according to the existing schedule of fees.
3. Application for permits shall be made by a person holding a current Master Electrician License, Special License or Electrical Equipment and Appliance Contractor License issued by the ~~Code Services~~ Building/Trades Division of the City of Reading.
 - Every Electrical Contracting Business must have a holder of a current Master Electrician License, Special License or Electrical Equipment and Appliance Contractor License assigned to apply for permits from the ~~Code Services~~ Building/Trades Division for the City of Reading.

- There can be only 1 (one) holder of a Master Electrician License, Special License or Electrical Equipment and Appliance Contractor License designated by any individual business to pull permits.
 - All businesses shall give immediate notice of any change in the person holding the Master Electrician License, Special License or Electrical Equipment and Appliance Contractor License authorized to apply for permits for that business.
 - Every holder of a Master Electrician License, Special License or Electrical Equipment and Appliance Contractor License shall be permitted to apply for/obtain permits from the ~~Code Services~~ Building/Trades Division for only 1 (one) business. A holder of a Master Electrician License, Special License or Electrical Equipment and Appliance Contractor License shall not be permitted to apply for/obtain permits for more than 1 (one) business at any given time.
4. **Homeowner Clause.** Notwithstanding anything contrary to the provisions of this Code, a permit may be issued to the owner or owners of residential property within the City of Reading, provided they currently reside in said residential property as their primary residence, to personally install electrical fixtures, receptacles, switches, electrical wiring for domestic clothes washing machines, dryers, or water heaters, garbage disposals and/or any electric heat. When it is necessary to increase/replace the service entrance and/or the load center equipment, in order to accommodate any additional light, heat, or power loads, such changes shall made be by a Licensed Master Electrician.

Homeowners installing wiring for alternative energy systems that are grid tied must have a Licensed Master Electrician make any final connections to utility and metering equipment

5. ~~Each applicant for a permit shall cause the premises covered by the application to be open for inspection or inspections by the Code official of the City, his agents and the representative or representatives of a certified third party inspection agency at all reasonable times~~
6. ~~Any person making false answers to any questions or items set forth in such application form shall forfeit and surrender any permit issued pursuant thereto~~
7. **Certificate of Insurance.** Prior to the issuance of any permit, the Contractor shall deposit and execute to the ~~Code Services~~ Building/Trades Division of the City of Reading, a Certificate of Insurance establishing that the Contractor is currently covered by a reputable Insurance Company, licensed to do business in the Commonwealth of Pennsylvania. The Contractor shall be covered for:
- **PROPERTY DAMAGES**, in the amount of not less than \$50,000.00 (Fifty Thousand Dollars) for any one claim and not less than \$100,000.00 (One Hundred Thousand Dollars) for multiple claims, arising from the same undertaking.
 - **BUSINESS LIABILITY INSURANCE**, in the amount of not less than \$100,000.00 (One Hundred Thousand Dollars) for any one claim and not less than \$300,000.00 (Three Hundred Thousand Dollars) for multiple claims, arising from the same undertaking.
 - **WORKMEN'S COMPENSATION**, the Certificate shall be for Continuous Coverage unless cancelled by the Insurance Company. At which time, the Building/Trades Division shall be notified in writing, 30 (thirty) days prior to the cancellation by said Insurance Company.

402.3 Action on application. The Electrical Code Official shall examine or cause to be examined applications for permits and amendments thereto within 30 (thirty) business days for commercial/industrial/institutional projects and 15 (fifteen) days for residential projects, after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the Electrical Code Official shall reject such application in writing, stating the reasons therefore. If the Electrical Code Official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the Electrical Code Official shall issue a permit therefore as soon as practicable.

402.4 Inspection required. Before a permit is issued, the Electrical Code Official is authorized to inspect and approve the systems, equipment, buildings, devices, premises and spaces or areas to be used.

402.5 Time limitation of application. An application for a permit for any proposed work or operation shall be deemed to have been abandoned 180 (one hundred eighty) days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Electrical Code Official is authorized to grant one or more extensions of time for additional periods not exceeding 90 (ninety) days each. The extension shall be requested in writing and justifiable cause demonstrated.

SECTION 403 - CONDITIONS

403.1 Conditions of a permit. A permit shall constitute permission to conduct work as set forth in this code in accordance with the provisions of this code. Such permission shall not be construed as authority to violate, cancel or set aside any of the provisions of this code or other applicable regulations or laws of the jurisdiction.

403.2 Expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 (one hundred eighty) days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Electrical Code Official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 (one hundred eighty) days each. The extension shall be requested in writing and justifiable cause demonstrated.

403.3 Extensions. The Electrical Code Official is authorized to grant, in writing, one or more extensions of the time period of a permit for periods of not more than 90 (ninety) days each. Such extensions shall be requested by the permit holder in writing and justifiable cause demonstrated.

403.4 Posting the permit. Issued permits shall be kept on the premises designated therein at all times and shall be posted in a conspicuous place, and readily available for inspection by the Electrical Code Official.

403.5 Validity. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Electrical Code Official from requiring the correction of errors in the construction documents and other data. The Electrical Code Official is also authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.

403.6 Information on the permit. The Electrical Code Official shall issue all permits required by this code on an approved form furnished for that purpose. The permit shall contain a general description of the operation or occupancy and its location and any other information required by the Electrical Code Official. Issued permits shall bear the signature of the Electrical Code Official.

403.7 Suspension or revocation. The Electrical Code Official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error, on the basis of incorrect, inaccurate or incomplete information; in violation of any ordinance, regulation or any of the provisions of this code; or if any one of the following conditions exists:

1. The permit is used for a location or establishment other than that for which it was issued.
2. The permit is used for a condition or activity other than that listed in the permit.
3. Conditions and limitations set forth in the permit have been violated.
4. There have been any false statements or misrepresentations as to the material fact in the application for permit or plans submitted or a condition of the permit.
5. The permit is used by a different person or firm than the name for which it was issued.
6. The permittee failed, refused or neglected to comply with orders or notices duly served in accordance with the provisions of this code within the time provided therein.
7. The permit was issued in error or in violation of an ordinance, regulation or this code.

SECTION 404 – FEES

~~— (1) Section 404.2 is amended to delete the words "jurisdiction to insert appropriate schedule" and the brackets surrounding the same and in place thereof inserting: [Amended 9-12-2011 by Ord. No. 42-201115]~~

404.1 Payment of fees. A permit shall not be valid until the fees prescribed by law have been paid. Nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

404.2 Trades permit fee schedule.

All tradespersons shall pay permit fees based on labor and materials, as provided in Chapter 212, Fees, prior to commencing work or performing services in or upon all premises within the City based upon aggregate cost of labor and materials:

Administrative fee.

In addition to the aforesaid fee, all tradespersons shall be required to pay an administrative fee as provided in Chapter 212, Fees, for each permit applied for and received. This fee is in addition to the above-listed permit fee.

The Electrical Code Official or officials of the Building/Trades Division reserve the right to undertake any and all appropriate and applicable methods including but not limited to commencement of legal action to obtain the difference of the fee submitted for a permit and stated job valuation and the as built costs.

404.3 Work commencing before permit issuance. Commencement of a project without a permit or commencing additional work in excess of the value of an existing permit will result in a charge of 100% (one hundred percent) of the usual permit fee in addition to normal fee or doubling of the cost of the permit fee.

404.4 Related fees. The payment of the fee for the construction, alteration, removal or demolition for work done in connection with, or concurrently with, the work authorized by a permit shall not relieve the applicant or holder of the permit from the payment of other fees that are prescribed by law.

404.5 Refunds. Upon written documentation and confirmation that a project was not commenced, 80% (eighty percent) of the permit fee, excluding the \$4.00 (four dollar) administrative fee is refundable.

- No refund will be issued for plan reviews.

CHAPTER 5 CONSTRUCTION DOCUMENTS

SECTION 501 - GENERAL

501.1 Submittal documents. Construction documents, special inspection and structural observation programs, and other data shall be submitted in 2 (two) sets with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the Electrical Code Official. Where special conditions exist, the Electrical Code Official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception. The Electrical Code Official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that reviewing of construction documents is not necessary to determine compliance with this code.

501.2 Information on construction documents. Construction documents shall be drawn to scale upon suitable material. Electronic media documents are permitted to be submitted where approved by the Electrical Code Official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the Electrical Code Official.

501.2.1 Penetrations. Construction documents shall indicate where penetrations will be made for electrical systems and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fire-blocking as per the specific UL design for each application.

501.2.2 Load calculations. Where an addition or alteration is made to an existing electrical system, an electrical load calculation shall be prepared to determine if the existing electrical service has the capacity to serve the added load.

501.3 Site plan. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The Electrical Code Official is permitted to waive or modify the requirement for a site plan where the application for permit is for alteration or repair or where otherwise warranted.

SECTION 502 - EXAMINATION OF DOCUMENTS

502.1 General. The Electrical Code Official shall examine or cause to be examined the accompanying construction documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws or ordinances.

502.2 Approval of construction documents. When the Electrical Code Official issues a permit, the construction documents shall be approved, in writing or by stamp, as "Reviewed for Code Compliance." 1 (One) set of construction documents so reviewed shall be retained by the Electrical Code Official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the Electrical Code Official or the authorized representative.

502.2.1 Previous approvals. This code shall not require changes in the construction documents, construction or installation of electrical systems or equipment for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 (one hundred eighty) days after the effective date of this code and has not been abandoned.

502.2.2 Phased approval. The Electrical Code Official is authorized to issue a permit for the installation of part of an electrical system before the construction documents for the electrical system have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit shall proceed

at the holder's own risk with the building operation and without assurance that a permit for the entire system will be granted.

SECTION 503 - DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

503.1 General. Where it is required that documents be prepared by a registered design professional, the Electrical Code Official shall require the owner to engage and designate on the permit application a registered design professional who shall act as the registered design professional in responsible charge. If the circumstances require, the owner shall be permitted to designate a substitute registered design professional in responsible charge who shall perform the duties required of the original registered design professional in responsible charge. The Electrical Code Official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to perform the duties. The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the system.

SECTION 504 - HANDLING SUBMITTALS

504.1 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Electrical Code Official within a specified period.

Deferral of any submittal items shall have the prior approval of the Electrical Code Official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the Electrical Code Official.

Submittal documents for deferred submittal items shall be submitted to the registered design professional in responsible charge, who shall review them and forward them to the Electrical Code Official with a notation indicating that the deferred submittal documents have been reviewed and that they have been found to be in general compliance with the design of the system. The deferred submittal items shall not be installed until their design and submittal documents have been approved by the Electrical Code Official.

504.2 Amended construction documents. Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction which are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

504.3 Retention of construction documents. One set of approved construction documents shall be retained by the Electrical Code Official for as long as the related building, structure, or equipment exists as it relates to commercial construction.

CHAPTER 6 APPROVAL

SECTION 601 - GENERAL

601.1 Approved materials and equipment. All premises wiring systems, alternative energy systems, low voltage systems, and materials approved by the Electrical Code Official shall be constructed and installed in accordance with such approval.

601.1.1 Technical assistance. To determine the acceptability of technologies, processes, products, facilities, materials and uses attending the design, operation or use of a building or premises subject to the inspection of the department, the Electrical Code Official is authorized to require the owner or the person in possession or control of the building or premises to provide, without charge to the jurisdiction, a technical opinion and report. The opinion and report shall be prepared by a qualified engineer, specialist, laboratory or organization acceptable to the Electrical Code Official and shall analyze the properties of the design, operation or use of the building or premises and the facilities and appurtenances situated thereon, to recommend necessary changes. The Electrical Code Official is authorized to require design submittals to be prepared by and bear the stamp of a registered design professional.

601.2 Modifications. Wherever there are practical difficulties involved in carrying out the provisions of this code, the Electrical Code Official shall have the authority to grant modifications for individual cases, provided the Electrical Code Official shall first find that special individual reason makes the strict letter of this code impractical and that the modification is in compliance with the intent and purpose of this code, and that such modification does not lessen health, life and fire-safety requirements. The details of action granting modifications shall be recorded and entered in the files of the Building/Trades Division.

601.3 Alternative materials, methods, equipment and appliances. The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided that any such alternative has been approved. An alternative material or method of construction shall be approved where the code official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety.

601.4 Material, equipment and appliance reuse. Premises wiring systems, alternative energy systems, low voltage systems, and materials shall not be reused unless such elements have been reconditioned, tested and placed in good and proper working condition and approved.

SECTION 602 - TESTING

602.1 Required testing. Wherever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the Electrical Code Official shall have the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction.

602.2 Test methods. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the Electrical Code Official shall approve the testing procedures.

602.3 Testing agency. All tests shall be performed by an approved agency.

602.4 Test reports. Reports of tests shall be retained by the Electrical Code Official for the period required for retention of public records.

SECTION 603 - ALTERNATIVE ENGINEERED DESIGN

603.1 General. The design, documentation, inspection, testing and approval of an alternative engineered design electrical system shall comply with this section.

603.2 Design criteria. An alternative engineered design shall conform to the intent of the provisions of this code and shall provide an equivalent level of quality, strength, effectiveness, fire resistance, durability and safety. Premises wiring systems, alternative energy systems, low voltage systems, and materials shall be designed and installed in accordance with the manufacturer's installation instructions.

603.3 Submittal. The registered design professional shall indicate on the permit application that the electrical system is an alternative engineered design. The permit and permanent permit records shall indicate that an alternative engineered design was part of the approved installation.

603.4 Technical data. The registered design professional shall submit sufficient technical data to substantiate the proposed alternative engineered design and to prove that the performance meets the intent of this code.

603.5 Construction documents. The registered design professional shall submit to the Electrical Code Official 2 (two) complete sets of signed and sealed construction documents for the alternative engineered design. The construction documents shall include floor plans and a diagram of the work.

603.6 Design approval. Where the Electrical Code Official determines that the alternative engineered design conforms to the intent of this code, the electrical system shall be approved. If the alternative engineered design is not approved, the Electrical Code Official shall notify the registered design professional in writing, stating the reasons therefore.

603.7 Inspection and testing. The alternative engineered design shall be tested and inspected in accordance with the requirements of this code.

CHAPTER 7 INSPECTIONS AND TESTING

SECTION 701 - GENERAL

701.1 General. The Electrical Code Official is authorized to conduct inspections that are deemed necessary to determine the extent of compliance with the provisions of this code and to approve reports of inspection by approved agencies or individuals. All reports of such inspections shall be prepared and submitted in writing for review and approval. Inspection reports shall be certified by a responsible officer of such approved agency or by the responsible individual. The Electrical Code Official is authorized to engage such expert opinion as deemed necessary to report upon unusual, detailed or complex technical issues subject to the approval of the governing body.

SECTION 702 - REQUIRED INSPECTIONS

702.1 General. The Electrical Code Official, upon notification, shall make the inspections set forth in this section.

702.1.1 Evaluation and follow-up inspection services. Prior to the approval of a prefabricated construction assembly having concealed electrical work and the issuance of an electrical permit, the Electrical Code Official shall require the submittal of an evaluation report on each prefabricated construction assembly, indicating the complete details of the electrical system, including a description of the system and its components, the basis upon which the system is being evaluated, test results and similar information, and other data as necessary for the Electrical Code Official to determine conformance to this code.

702.1.1.1 Evaluation service. The Electrical Code Official shall designate the evaluation service of an approved agency as the evaluation agency, and review such agency's evaluation report for adequacy and conformance to this code.

702.1.1.2 Follow-up inspection. Except where ready access is provided to electrical systems, service equipment and accessories for complete inspection at the site without disassembly or dismantling, the Electrical Code Official shall conduct the in-plant inspections as frequently as necessary to ensure conformance to the approved evaluation report or shall designate an independent, approved inspection agency to conduct such inspections. The inspection agency shall furnish the Electrical Code Official with the follow-up inspection manual and a report of inspections upon request, and the electrical system shall have an identifying label permanently affixed to the system indicating that factory inspections have been performed.

702.1.1.3 Test and inspection records. Required test and inspection records shall be available to the Electrical Code Official at all times during the fabrication of the electrical system and the erection of the building; or such records as the Electrical Code Official designates shall be filed.

702.1.2 Concealed work. Work shall remain accessible and exposed for inspection purposes until approved. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Wherever any installation subject to inspection prior to use is covered or concealed without having first been inspected, the Electrical Code Official shall have the authority to require that such work be exposed for inspection. Neither the Electrical Code Official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

702.1.3 Underground. Underground inspection shall be made after trenches or ditches are excavated and bedded, piping and conductors are installed, and before back fill is put in place. Where excavated soil contains rocks, broken concrete, frozen chunks and other rubble that would damage or break the raceway, cable or conductors, or where corrosive action will occur, protection

shall be provided in the form of granular or selected material, approved running boards, sleeves or other means.

702.1.4 Rough-in. Rough-in inspection shall be made after the roof, framing, fire blocking and bracing are in place and all wiring and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes.

702.1.5 Other inspections. In addition to the inspections specified above, the Electrical Code Official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws, which are enforced by the Building/Trades Division of the City of Reading.

702.1.6 Final inspection. The final inspection shall be made after all work required by the permit is completed.

702.1.8 Inspection record card. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder shall have posted or otherwise made available an inspection record card such as to allow the Electrical Code Official to make conveniently the required entries thereon regarding inspection of the work. This card shall be maintained by the permit holder until final approval has been granted by the Electrical Code Official.

702.1.9 Approval required. Work shall not be performed beyond the point indicated in each successive inspection and test without first obtaining the approval of the Electrical Code Official. The Electrical Code Official, upon notification, shall make the requested inspections and tests and shall either indicate the portion of the construction that is satisfactory as completed, or shall notify the permit holder or an agent of the permit holder wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Electrical Code Official.

702.2 Validity. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid.

702.3 Preliminary inspection. Before issuing a permit, the Electrical Code Official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed. The Electrical Code Official shall be notified when the installation is ready for inspection and is authorized to conduct the inspection within a reasonable period of time.

702.4 Entry. The Electrical Code Official is authorized to enter and examine any building, structure, marine vessel, vehicle or premises in accordance with Section 702.4.3 for the purpose of enforcing this code.

702.4.1 Identification. The Electrical Code Official shall carry proper identification issued by the governing authority where inspecting structures, premises or facilities in the performance of duties under this code and shall be identified by proper credentials issued by this governing authority.

702.4.2 Impersonation prohibited. A person shall not impersonate the Electrical Code Official through the use of a uniform, identification card, badge or any other means.

702.4.3 Refusal of Entry. If any owner, occupant or other person in charge of a structure subject to the provisions of this Code refuses, impedes, inhibits, interferes with, restricts or obstructs entry and free access to every part of the structure or premises where inspection authorized by this Code is sought, the administrative authority shall promptly apply for a search or inspection warrant to a court of competent jurisdiction and shall supply all necessary affidavits and testimony to indicate that there is reasonable or probable cause to conduct an inspection. For the purposes of this Section, a reasonable or probable cause to gain access for an inspection shall include without being limited to the any of the following.

- That the inspection of the area is part of a planned routine inspection being conducted pursuant to a systematic or concentrated code enforcement program in that portion of the City.
- That the **Electrical** Code Official after investigation or upon information received has knowledge, information or a reasonable belief that a violation of this Code or other codes and ordinances of the City exist.
- That such entry is for the purpose of inspecting a previous notice of violation.
- That the **Electrical** Code Official has received a complaint concerning a violation on or within the premises.
- That such entry is necessary to determine if the building, structure, premises, dwelling or dwelling units meet code standards.

702.4.4 Notice of Inspection. When entry by the Electrical Code Official to any building structure or premise has not been possible, a notice of inspection shall be issued to the property owner or representative of the owner.

702.4.5 Rescheduling Inspections. If the owner or representative of the owner cannot be available at the proposed time, said owner or representative shall provide no less than 24 (twenty four) hour written notice to the Building/Trades Division Office. Upon failure to give such written notice or upon failure to gain entry, an administrative fee (Section 212) will be assessed the owner or representative of the owner failing to supply written notice or to appear. For each rescheduling beyond the second rescheduling an administrative fee (Section 212) shall be assessed in all cases.

702.4.6 Right of entry by owner. Every occupant of a dwelling unit, building, structure of premises shall give the owner thereof, or his agent or employee access to any part of such dwelling, dwelling unit, building, structure of premises, at all reasonable times for the purpose of conducting inspections to determine whether or not violations of this code may exist, or for the purpose of making such repairs or alterations as are necessary to effect compliance with the provisions of this code or with any lawful rule or regulation adopted or any lawful order issued pursuant to the provisions of this code.

702.5 Inspection agencies. The Electrical Code Official is authorized to accept reports of approved inspection agencies, at his sole discretion, provided such agencies and their inspectors satisfy the same requirements required of the City of Reading Electrical Code Official as to qualifications and reliability, and are a recognized 3rd Party Agency, by the Commonwealth of PA, Dept of Labor and Industry.

702.5.1 Waiver. The Electrical Code Official may waive, **at his sole discretion**, his inspection to determine compliance with the National Electrical Code and this Ordinance of all or that portion of the proposed electrical work for which he shall have received a duplicate record of approval by a Certified 3rd Party Inspection Agency as noted in 702.5. The Electrical Code Official shall give notice so that the approved work may be concealed.

702.6 Inspection requests. It shall be the duty of the electrical contractor authorized by a permit to notify the Electrical Code Official that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.

702.6.1 Exceptions for inspections. Notwithstanding the provisions of this section, no inspection shall be required for service work that includes replacement of existing sockets, fixtures, controls, motors or fuses where no additional wiring is required.

702.7 Assistance from other agencies. The assistance and cooperation of police, fire and health department officials and all other officials shall be available as required to the Building/Trades Division of the City of Reading, in the performance of its duties.

702.8 Licensing.

702.8.1 General.

- Any license issued by the Building/Trades Division is renewable.
- Licenses shall be issued annually and shall expire December 31st
- Applicants for a license shall be at least 18 (eighteen) years old.
- Applications for a license shall be made in writing **with a \$20 administrative fee** at least 30 (thirty) days prior to the date **of the** examination ~~in such form~~ and **the applicant** shall furnish such information **in the form** as the Electrical Board may require.
- No license shall be transferable.
- Each license shall continue in force only so long as the same representative continues to be associated with the license holder.
- The licensee shall be responsible for informing the Building/Trades Division Office of any change of address.
- Applicants for an initial license ~~of whatever type shall attain a passing grade as follows: of 70% in such examination as the Electrical Board requires and shall secure a license within 30 (thirty) days of examination result notification.~~

1. Journeyman-70%

2. Master-75%

- All license fees and examination fees are non-refundable and must accompany application for said examination or license.
- An application for a change of license to a lower classification shall be granted without examination.
- The Electrical Board may wave certain requirements for applicants for licenses upon review to determine qualifications.

702.8.2 Classes of Licenses. Building/Trades Division shall issue the following licenses for electrical work in the City of Reading.

1. **Master and Journeyman Electrician.** It shall be unlawful for any person to engage in the business of installing, altering or repairing any premises wiring systems, alternative energy systems, low voltage systems, and materials for electric light, heat or electrical power within the City unless he shall hold a valid Master or Journeyman Electrician License as provided for herein.
2. **Special License.** It shall be unlawful for any individual person, partnership, co-partnership, firm, association, corporation owning, leasing or managing a building, buildings or parts thereof situated within the City to install, maintain and repair installed premises wiring systems, alternative energy

systems, low voltage systems, and material without first applying for and obtaining a Special License pursuant to this ordinance.

3. **Special Electrician.** It shall be unlawful for any individual person in the employ of another individual, partnership, co-partnership, firm, association, corporation holding a Special License to install, alter or repair premises wiring systems, alternative energy systems, low voltage systems, and material for light, heat power, and for signaling systems in or on buildings or lots in the City of Reading or to determine the method to be used and persons to be employed or such work without first applying for and obtaining a Special Electrician License pursuant to this ordinance.
4. **Appliance Installer License.** It shall be unlawful for any individual person, partnership, co-partnership, firm, association, corporation to install, or cause to be installed, repaired or maintained electrical equipment, air conditioners, signs or equipment, utilized or designed for the utilization of electricity for heat, power, or lighting purposes, communications systems, alarms, sound systems and who carries on such business as an independent electrical installer (dealer) or sign dealer having the final determination and the full responsibility for the manner in which the work is done, for the materials used and for the selection, supervision and control of any persons employed on the work engaged in by such person, partnership or corporation and who employs licensed Journeyman Electricians or electrical installers without first applying for and obtaining an Appliance Installer License as listed below, pursuant to this ordinance.

5. Appliance Installer License.

‘A’ License. It shall be unlawful for any individual person, partnership, co-partnership, firm, association, corporation to install, or cause to be installed, repaired or maintained wiring for domestic clothes washing machines, dryers, hot water heaters, garbage disposals, hot faucets, etc., heating equipment loads not in excess of 10KW, sign equipment leads not in excess of 2-1/2 KW and motors not in excess of 5 HP without first applying for and obtaining an Electrical Installer ‘A’ License pursuant to this ordinance. (When necessary to increase or add to the service entrance equipment, service feeders or distribution equipment to accommodate additional light, heat or power loads, such changes shall be by a Licensed Master Electrician).

‘B’ License. It shall be unlawful for any individual person, partnership, co-partnership, firm, association, corporation to install, or cause to be installed, repaired or maintained any fire detection system, fire alarm or security alarm systems without first applying for and obtaining an Electrical Installer ‘B’ License pursuant to this ordinance.

‘C’ License. It shall be unlawful for any individual person, partnership, co-partnership, firm, association, corporation to install, or cause to be installed, repaired or maintained any low voltage systems without first applying for and obtaining an electrical Installer ‘C’ License pursuant to this ordinance.

702.8.3 Classes of Licenses.

1. Master Electrician.

- All Master Electrician Licenses shall be renewed upon satisfactory showing of an intention to continue the business of electrical contracting as a Master Electrician.
- Initial Master Electrician License. Every applicant for an Initial Master Electrician License shall:

- Have been a holder of a City of Reading Journeyman Electricians license or a Journeyman Electricians license that is issued by a jurisdiction that is recognized and reciprocated by the City of Reading for a period of 2 (two) years.
- Shall pass such examinations as the Electrical Board requires.

Journeyman Electrician.

- All Journeyman Electrician Licenses shall be renewed upon the satisfactory showing of an intention to continue the business of electrical installation as a journeyman electrician.
- Initial Journeyman Electrician Licenses. Every applicant for an Initial Journeyman Electrician License shall:
 - Be in the employ of a Registered Master Electrician; **AND**
 - Be registered with the Pennsylvania Bureau of Apprenticeship Training, Department of Labor and Industry; **AND**
 - Have completed at least four years of approved apprenticeship training, been instructed in subjects related to the trade not less than 144 (one hundred forty four) hours per year during the four year apprenticeship; **OR**
 - Provide documentation of having worked a minimum of 8 (eight) years under the supervision of a Registered Master Electrician.
 - **Shall pass such examinations as the Electrical Board requires**
- **Special License.** A Special License shall be granted, on application, to owners of buildings within the City used for public service or commercial business that employ a Special Electrician.
- **Special Electrician.** The City may issue a special Electrician's License to a person who
 - Has qualified as a competent person to install, alter or repair **premises wiring systems, alternative energy systems, and material for** light, heat, power and for signaling systems in or on buildings or lots in the City; **AND**
 - Who has had not less than 3 (three) years of practical experience in electrical work; **AND**
 - Who is the employee of a holder of a Special License as defined in subsection **3** hereof.
 - ~~Passes the required examination and tests~~
 - **Shall pass such examinations as the Electrical Board requires**
- **Appliance Installer.**
 - Initial Licenses. Those who apply for an Initial Appliance Installer License under this section:
 - Shall be in the employ of an Appliance Contractor; and
 - Shall have had not less than 1 (one) year of practical experience in the electrical field.

- Shall apply in writing at least 30 (thirty) days prior to the time of examination and shall pay to the City Treasurer the prescribed examination fee; and
 - Shall pass such examinations as the Electrical Board requires.
- **Reciprocal License.** The following rules shall apply for issuing a reciprocal license for electrical work within the City;
 - The City shall recognize a license issued by a foreign jurisdiction of equal or greater standing than a 3rd (Third) Class City provided that said license is issued by an equivalent Board with equivalent standards as the City of Reading.
 - License applications along with all pertinent data required by the Electrical Board shall be presented to the Electrical Board for review and determination of qualification for said license.
 - Licenses issued as Reciprocating Licenses shall be considered a permanent City of Reading electrical license subject to the provisions of this Code.

Retired license. All persons licensed under this Electrical Code shall, on retirement from business, surrender any License ~~certificate registration (license)~~ to the ~~Codes Services – Building/Trades~~ Division Office. Upon surrendering such License ~~certificate (license)~~, the ~~Codes Services –~~ Building/Trades Division Office shall issue a certificate of retired license which may be reinstated within a period of five years without examination, upon written request for such reinstatement to the Electrical Board.

9. **Apprentice Electrician.** Any person who is registered with the Pennsylvania Bureau of Apprentice Training, Department of Labor and Industry who shall comply with the Department's rules and regulations. Apprentice electricians shall not be permitted to install premises wiring systems, alternative energy systems, and material unless under the supervision of a Registered Master Electrician.

702.8.4 Provisions and Conditions.

1. All Licenses covered under this code shall be issued annually and shall expire December 31.
2. All licenses may be renewed upon timely application. If the holder of a license fails to renew said license each year, the full fee plus a \$25.00 surcharge must be paid for all of the years that the license was not renewed before a license shall be issued. Any holders attempting to renew a license after the 5th (fifth) consecutive year of non-renewal shall be required to pass an examination as required by the Electrical Board.
3. Farming of license. Any license holder who allows another person to perform electrical work, secure permits, etc. using such person's license shall be in violation of this Code.
4. Every Master Electrician engaged in the business of electrical contracting in the City of Reading and using a truck in that business, shall have printed on the left side door (driver's side), the letter M.E. (Master Electrician License) along with the permanent license number issued or the name of person, firm or corporation and a legend depicting that he is a Licensed Master Electrician in clearly visible letters not less than 2 (two) inches high.

- 5 Every Appliance Contractor engaged in the business of appliance contracting in the City of Reading and using a truck in that business, shall have printed on the left side door (driver's side), the letters A.I.E. (Appliance Installer Electrical) along with the permanent license number issued, or the name of the person, firm or corporation and a legend depicting that he is a registered appliance contractor in clearly visible letters no less than 2 (two) inches high.

702.8.5 Suspension or Revocation.

1. The Electrical Board may review the status of any license issued in conformity with this code. In the event such license was partially or wholly procured by or through nondisclosure, misstatement or misrepresentation or the bearer of such license has had repeated violations of this code or a previously imposed penalty has not been met with full compliance, the Electrical Board shall determine if a license suspension or revocation may be in order.
2. The Electrical Board shall cause to be served upon such licensee by personal service or certified mail, a written notice of a hearing setting forth in specific terms and language the nature of the violation(s), the time(s) thereof and place(s) of occurrence. Such written notice shall also set forth a place, date and time where the licensee may appear before the aforesaid Electrical Board with counsel if desired, to hear sworn testimony as to the violation(s) the licensee is alleged to have committed and for which his license is subject to suspension or revocation, as the case may be. The licensee or his counsel shall be permitted to examine any witness giving testimony against him as well as being given the privilege of offering testimony or other proof or exhibits as a defense or rebuttal to the allegations. The hearing before the aforesaid Electrical Board shall require recordation, but shall be informal in nature, and shall not occur less than 30 (thirty) days nor more than 90 (ninety) days from the date of service of the written notice upon the licensee. In the event the licensee or counsel fail to appear at the place, date and time fixed for a hearing, the aforesaid Electrical Board shall nevertheless convene for the purpose of hearing evidence and/or testimony in order to arrive at its determination to recommend suspension or revocation of said license pursuant to the within provisions.
3. The decision of the aforesaid Electrical Board shall be rendered in writing not more than 30 (thirty) days from the conclusion of the hearing to the Building /Trades Division Chief Building Official who shall cause to be executed an order to be served upon licensee in the same manner provided herein for service of the written notice of hearing for the suspension or revocation of license based upon the recommendation of the Electrical Board.

702.8.6 Trades – Reciprocity, Examination, and Annual Fees.

Section 212

SECTION 703 - TESTING

703.1 General. Electrical work shall be tested as required in this code. Tests shall be performed by the permit holder and observed by the Electrical Code Official.

703.2 Apparatus, material and labor for tests. Apparatus, material and labor required for testing an electrical system or part thereof shall be furnished by the permit holder.

703.3 Re-inspection and testing. Where any work or installation does not pass an initial test or inspection, the necessary corrections shall be made so as to achieve compliance with this code. The work or installation shall then be resubmitted to the Electrical Code Official for inspection and testing.

CHAPTER 8 SERVICE UTILITIES

SECTION 801 - GENERAL

801.1 Connection of service utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until such connections are approved by the Electrical Code Official by the submission of a proper utility "Cut-In-Card" containing a properly assigned Utility Design Request (DR) number.

801.2 Temporary connection. The Electrical Code Official shall have the authority to authorize the temporary connection of the building or system to the utility source of energy, fuel or power.

801.3 Authority to disconnect service utilities. The Electrical Code Official shall have the authority to authorize disconnection of utility services or energy sources to the building, structure or system regulated by this code in case of an emergency where it is necessary to eliminate an immediate hazard to life or property. The Electrical Code Official shall notify the serving utility and, wherever possible, the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure or service system shall be notified in writing as soon as practical thereafter.

801.3.1 Connection after order to disconnect. A person shall not make utility service or energy source connections to systems regulated by this code, which have been disconnected or ordered to be disconnected by the Electrical Code Official, or the use of which has been ordered to be discontinued by the Electrical Code Official until the Electrical Code Official authorizes the reconnection and use of such systems.

CHAPTER 9 UNSAFE SYSTEMS AND EQUIPMENT

SECTION 901 - CONDITIONS

901.1 Unsafe electrical systems. An electrical system that is unsafe, constitutes a fire or health hazard, or is otherwise dangerous to human life, as regulated by this code, is hereby declared as an unsafe electrical system. Use of an electrical system regulated by this code constituting a hazard to health, safety or welfare by reason of inadequate maintenance, dilapidation, fire hazard, disaster, damage or abandonment is hereby declared an unsafe use. Such unsafe equipment and appliances are hereby declared to be a public nuisance and shall be abated by repair, rehabilitation, demolition or removal.

901.2 Authority to condemn electrical systems. Wherever the Electrical Code Official determines that any electrical system, or portion thereof, regulated by this code has become hazardous to life, health or property, the Electrical Code Official shall order in writing that such electrical systems either be removed or restored to a safe condition. A time limit for compliance with such order shall be specified in the written notice. A person shall not use or maintain a defective electrical system or equipment after receiving such notice.

- 901.2.1 Disconnection. When a building has suffered damages as a result of a fire, the Fire Marshal and the Electrical Code Official, acting together, may judge it necessary for the safety of persons and property that the electrical service be discontinued to said building. At such time that the Fire Marshal and Electrical Code Official determine that service should be discontinued, they shall have full authority to effect a disconnection.
- Where such electrical system is to be disconnected, written notice as prescribed in this code shall be given. In cases of immediate danger to life or property, such disconnection shall be made immediately without such notice.

901.3 Dangerous conditions. Wherever the Electrical Code Official shall find in any structure or upon any premises dangerous or hazardous conditions or materials, the Electrical Code Official is authorized to order such dangerous conditions or materials to be removed or remedied in accordance with the provisions of this code.

901.4 Record. The Electrical Code Official shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

901.5 Notice. *If an unsafe condition is found, the Electrical Code Official shall serve on the owner, agent or person in control of the structure, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or that requires the unsafe condition to be removed within a stipulated time. Such notice shall require the person thus notified to declare immediately to the Electrical Code Official acceptance or rejection of the terms of the order.*

901.6 Method of service. *Such notice shall be deemed properly served if a copy thereof is: (a) delivered to the owner personally; or (b) sent by certified or registered mail addressed to the owner at the last known address with the return receipt requested. Additionally, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice. Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner.*

CHAPTER 10 VIOLATIONS

SECTION 1001 - UNLAWFUL ACTS

1001.1 General. *It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any premises wiring systems, alternative energy systems, low voltage systems, and materials regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.*

1001.2 No License. No person, partnership, or corporation not the holder of a current City of Reading electrical license shall install, alter or repair any premises wiring systems, alternative energy systems, low voltage systems, and materials for electric light, heat or power in or on any building and no person, partnership or corporation shall cause any such work to be done by any person, partnership or corporation not the holder of such license. No person, partnership or corporation not the holder of such license shall falsely represent that her or it holds such license or shall use in any advertising the words, Master Electrician, Licensed Electrician or Electrical Contractor or any words of similar meaning or import on any sign, card, and letterhead or in any other manner.

1001.3 False Statements. Whoever, with intent to defraud or deceive, knowingly makes a false statement, or causes or procures to be made, or aids and assists in the making of a false statement in an application for a license or the renewal of a license or in an application for a permit or certificate of electrical inspection and approval or in connection therewith, or who shall in any examination hereunder, deceive or substitute, shall be in violation of this Code.

SECTION 1002 - NOTICE OF VIOLATION

1002.1 Issuance. *Where the Electrical Code Official finds any building, premises, vehicle, system or equipment that is in violation of this code, the Electrical Code Official is authorized to issue corrective orders.*

1002.2 Notice. *Wherever the Electrical Code Official determines violations of this code or observes an apparent or actual violation of a provision of this code or other codes or ordinances under the Electrical Code Official's jurisdiction, the Electrical Code Official is authorized to prepare a written notice of violation describing the conditions deemed unsafe and, where compliance is not immediate, specifying a time for re-inspection. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.*

1002.3 Service. *Any order or notice issued pursuant to this code shall be served upon the owner, operator, occupant or other person responsible for the condition or violation, either by personal service, mail or by delivering the same to, and leaving it with, some person of responsibility upon the premises. For unattended or abandoned locations, a copy of such order or notice shall be posted on the premises in a conspicuous place at or near the entrance to such premises, and the order or notice shall be mailed by*

certified mail with return receipt requested or a certificate of mailing, to the last known address of the owner, occupant or both.

1002.4 Compliance with orders and notices. Orders and notices issued or served as provided by this code shall be complied with by the owner, operator, occupant or other person responsible for the condition or violation to which the order or notice pertains.

1002.5 Failure to correct violations. If the notice of violation is not complied with, the Electrical Code Official is authorized to request the legal counsel of the City of Reading to institute the appropriate legal proceedings to restrain, correct or abate such violation or to require removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of any order or direction made pursuant thereto.

1002.6 Failure to comply. Failure to comply with an abatement notice or other corrective notice issued by the Electrical Code Official shall result in each day that such violation continues being regarded as a new and separate offense.

1002.7 Unauthorized tampering. Signs, tags or seals posted or affixed by the Electrical Code Official shall not be mutilated, destroyed or tampered with or removed without authorization from the Electrical Code Official.

SECTION 1003 - PENALTIES

1003.1 Penalties. Any person who fails to comply with the provisions of this code or who fails to carry out an order made pursuant of this code or violates any condition attached to a permit, approval or certificate, upon conviction thereof, be sentenced to pay a fine of not less than \$500.00 (five hundred dollars) and not exceeding \$1,000.00 (one thousand dollars) for the first 2 (two) offenses and not more than \$5,000.00 (five thousand dollars) for the 3rd (third) and successive offenses plus costs and restitution, or in default of payment to imprisonment for a term not to exceed 30 (thirty) 1(One) fine per month per violation shall be assessed except that in the case of continual and uncorrected violations that pose a threat to the public and violate the same subsection of an ordinance for the same property can be assessed at one citation per 5 (five) calendar days.

1003.1.1 Administrative Fee. Any property owner who has more than 2 (two) violations of this Code in any 12 (twelve) month period shall be required to pay an administrative fee of \$50.00 (fifty dollars) for the 3rd (third) violation, \$75.00 (seventy-five dollars) for the 4th (fourth) violation and \$100.00 (one-hundred dollars) for the 5th (fifth) and successive violations.

1003.2 Abatement of violation. The imposition of the penalties herein described shall not prevent the legal officer of the City of Reading from instituting appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises.

SECTION 1004 - STOP WORK ORDER

1004.1 Issuance. Upon notice from the Electrical Code Official that any electrical work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Any such order or notice issued pursuant to the provisions of this code may be served personally upon the person, partnership or corporation to whom or to which it is addressed, or may be served by mailing the same in a sealed envelope with postage prepaid, directed, in the case of the holder of any license, to the address furnished by him to the department of his business address and, in the case of any other person, partnership or corporation, to the premises where the defects cited in such order are alleged to exist and be the posting in a conspicuous place on such premises of a copy of such notice or order. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. The service as above described by mailing and posting, shall be the equivalent of personal service.

1004.2 Emergencies. Where an emergency exists, the Electrical Code Official shall not be required to give a written notice prior to stopping the work.

1004.3 Unlawful continuance. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by Section 1003

CHAPTER 11 MEANS OF APPEAL

SECTION 1101 – GENERAL

1101.1 Electrical Board. There is hereby established an Electrical Board who shall be appointed by the Mayor of the City and approved by the City Council.

1101.1 Board of appeals. The Building and Fire Code Board of Appeals shall hear and decide appeals of orders, decisions or determinations made by the Electrical Code Official relative to the application and interpretation of this code. This Building and Fire Code Board of Appeals shall render all decisions and findings in writing to the appellant with a duplicate copy to the Electrical Code Official.

An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or an at least equivalent method of protection or safety is proposed. The Building and Fire Code Board of Appeals shall have no authority to waive the requirements of this code.

1101.2 Notice of meeting. The Electrical Code Official shall notify the Electrical Board Chairman of the filing of an appeal.

1101.2 Application for appeal. A person or contractor shall have the right to appeal a decision of the Electrical Code Official to the Building and Fire Code Board of Appeals. An application for appeal shall be based on a claim that the:

- **True intent of this code or the rules legally adopted there under, have been incorrectly interpreted.**
- **The provisions of this code do not fully apply.**
- **An equally good or better form of construction is proposed.**
- **Any aggrieved by the decision may appeal to the Berks County Court of Common Pleas or other court of competent jurisdiction.**

1101.3 Open hearing. All hearings before this board shall be open to the public. The appellant, the appellant's representative, and any person whose interests are affected shall be given an opportunity to be heard.

SECTION 1102 - MEMBERSHIP

1102.1 Membership. The Electrical Board shall comprise seven members of which:

- At least 4 (four) members shall be City of Reading, Master Electricians.
- No more than 2 (two) members may be City of Reading, Journeyman Electricians with at least 10 years' experience as a Journeyman Electrician.
- No more than 1 (one) One member may be a representative of the electrical utility industry.
- No more than 1 (one) member may be a registered design professional with electrical engineering experience

1102.1.1 Term. The members of this Board shall serve for a term of 6 (six) years. In the event of a failure to appoint a successor after the expiration of any member's term, such member shall continue to serve until successors are appointed.

1102.2 Liaison. The Electrical Code Official of the City of Reading shall serve as a liaison of the Codes Services- Building/Trades Division to the Board. The liaison shall have no vote on any matter before the Board.

1102.3 Chairman. The Board shall annually select 1 (one) of its members to serve as chairman.

1102.4 Disqualification of members. A member shall not hear an appeal, or vote in which that member has a personal, professional or financial interest.

1102.5 Meetings. The Board shall meet on the 1st (first) Monday of the months of March, June, September, and December of each year, for the purpose of considering and disposing of all applications for licenses, provided, however, that when any of the days appointed for a meeting shall fall on a legal holiday the board shall meet on the Monday following such holiday. The Board may hold special meetings as frequently as is necessary for the proper and efficient discharge of its business, such special meetings shall be held upon 24 (twenty-four) hours written notice to each member of the Board, stating the purpose of such meeting.

1102.6 Quorum. 4 (Four) members of the Board shall constitute a quorum for the transaction of any and all business.

1102.7 Minutes. The Liaison shall serve as secretary to the board. The Liaison shall keep minutes of the Boards proceedings, hearings, and records of its investigations, and examinations of applicants for licenses, and file a copy of same with the City of Reading, Clerks Office

1102.8 Compensation of members. Electrical Board Members shall receive no compensation.

1102.9 Removal of members. Any member may be removed for misconduct or neglect of duty or for other just cause by a majority vote of Council taken after the member has received 15 days' advance notice of the intent to take such vote. Failure of a member to attend three consecutive regular meetings of the Board will constitute grounds for immediate removal from the Board by City Council. Failure of a member to attend at least 50% of the regular meetings of the Board in a calendar year will constitute grounds for immediate removal from the Board by City Council. The Chairperson of the Board shall inform the City Clerk in writing when a member has failed to comply with this attendance policy. Following such notification, City Council may vote to remove the member and seek applicants to fill the vacant position.

SECTION 1103 – PROCEDURES

1103.2 Hearings.

1. Any person aggrieved by the decision of the Code Official may appeal to the Electrical Board, which shall schedule a hearing within 20 days of receipt of the request.
2. Any aggrieved by the decision of the aforementioned Electrical Board may appeal to the Berks County Court of Common Pleas or other court of competent jurisdiction.

1103.1 Application for appeal. A person or contractor shall have the right to appeal a decision of the Electrical Code Official to the Electrical Board. An application for appeal shall be based on a claim that the:

- True intent of this code or the rules legally adopted there under, have been incorrectly interpreted.
- The provisions of this code do not fully apply.
- An equally good or better form of construction is proposed.

The application shall be filed on a form obtained from the Electrical Code Official within 20 (twenty) days after the notice was served.

1103.1.1 Fees. An application for appeal shall be accompanied with a fee (Section 212) the appellant will also be responsible for all costs associated with the hearing including the cost of the court reporter.

1103.2 Notice of meeting. The Electrical Code Official shall notify the Electrical Board Chairman of the filing of an appeal. The Board shall meet upon notice from the chairman, within 20 (twenty) days of the filing of an appeal.

1. Said hearing will take place in the presence of the Electrical Code Official. A court reporter will be present to record the proceedings. The written decision of the Board will be rendered within 20 (twenty) days
2. Any aggrieved by the decision of the aforementioned Electrical Board may appeal to the Berks County Court of Common Pleas or other court of competent jurisdiction.

1103.3 Open hearing. All hearings before the board shall be open to the public. The appellant, the appellant's representative, and any person whose interests are affected shall be given an opportunity to be heard.

1103.4 Rules of procedure. The board shall adopt and make available to the public through the Liaison, rules of procedure under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.

1103.5 Postponed hearing. Where 5 (five) members are not present to hear an appeal, either the appellant or the appellant's representative shall have the right to request a postponement of the hearing.

1103.6 Decisions. The board shall modify or reverse the decision of the Electrical Code Official by a concurring vote of 4 (four) members.

1103.6.1 Resolution. The decision of the board shall be by resolution. Certified copies shall be furnished to the appellant and to the Electrical Code Official.

1103.6.2 Administration. The Electrical Code Official shall take immediate action in accordance with the decision of the Electrical Board.

1103.7 Court review. Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief appointing authority.

CHAPTER 12 ELECTRICAL PROVISIONS

SECTION 1201 - GENERAL

1201.1 Scope. This chapter governs the design and construction of premises wiring systems, alternative energy systems, low voltage systems, and materials.

1201.1.1 Adoption. Premises wiring systems, alternative energy systems, low voltage systems, and materials shall be designed and constructed in accordance with the International Residential Code or NFPA70 (NEC) as adopted by the International Building Code as applicable, and as referenced in the International Mechanical Code [M], the International Fuel Gas Code [FG], and the International Fire Code [F], except as otherwise provided in this code.

SECTION 1202 - PROVISIONS

1202.1 General. The provisions of this section shall apply to the design, construction, installation, use and maintenance of electrical systems and equipment. Where differences occur between provisions of this code and referenced codes or standards, the provisions of this code shall apply.

1202.2 Nonmetallic-sheathed cable. The use of Type NM, NMC and NMS (nonmetallic sheathed) cable wiring methods shall not be limited based on height, number of stories or construction type of the building or structure.

1202.3 Cutting, notching and boring. The cutting, notching and boring of wood and steel framing members, structural members and engineered wood products shall be in accordance with the International Building Code.

1202.4 Penetrations. Penetrations of walls, floors, ceilings and assemblies required to have a fire-resistance rating, shall be protected in accordance with the International Building Code. Where cables, conductors and raceways penetrate fire blocking or draft stopping, such penetrations shall be protected by filling the annular space with an approved fire blocking material.

[F] 1202.5 Prohibited grounding electrode. Fuel gas piping shall not be used as a grounding electrode.

[F] 1202.6 Emergency and standby power. Emergency and standby power systems required by the NEC, International Building Code or International Fire Code shall be installed in accordance with the International Building Code, the International Fire Code, NFPA 70, NFPA 110, NFPA 111 and this code.

[F] 1202.7 Smoke control systems. Smoke control systems required by the International Building Code or International Fire Code shall be supplied with 2 (two) sources of power. Primary power shall be the normal building power systems. Secondary power shall be from an approved standby source complying with this code. The standby power source and its transfer switches shall be in a separate room from the normal power transformers and switch gear, and shall be enclosed in a room constructed of not less than 1-hour fire-resistance-rated fire barriers, ventilated directly to and from the exterior. Power distribution from the two sources shall be by independent routes. Transfer to full standby power shall be automatic and within 60 (sixty) seconds of failure of the primary power.

[F] 1202.7.1 Power sources and power surges. Elements of the smoke management system relying on volatile memories or the like shall be supplied with uninterruptible power sources of sufficient duration to span 15 (fifteen) minute primary power interruption. Elements of the smoke management system susceptible to power surges shall be suitably protected by conditioners, suppressors or other approved means.

[F] 1202.7.2 Wiring. In addition to meeting the requirements of this code, all signal and control wiring for smoke control systems, regardless of voltage, shall be fully enclosed within continuous raceways.

[M] 1202.8 Wiring in plenums. Combustible electrical or electronic wiring methods and materials, optical fiber cable, and optical fiber raceway exposed within plenums regulated by Section 602 of the International Mechanical Code shall have a peak optical density not greater than 0.50, an average optical density not greater than 0.15, and a flame spread not greater than 5 feet (1524 mm) when tested in accordance with NFPA 262. Only type OFNP (plenum-rated non-conductive optical fiber cable) shall be installed in plenum-rated optical fiber raceways. Wiring, cable and raceways addressed in this section shall be listed and labeled as plenum rated and shall be installed in accordance with this code.

[M] 1202.8.1 Combustible electrical equipment. Combustible electrical equipment exposed within plenums regulated by Section 602 of the International Mechanical Code shall have a peak rate of heat release not greater than 100 (one hundred) kilowatts (kW), a peak optical density not greater than 0.50, and an average optical density not greater than 0.15 when tested in accordance with UL 2043. Combustible electrical equipment shall be listed and labeled.

[M] 1202.9 Engine and gas turbine-powered equipment and appliances. Permanently installed equipment and appliances powered by internal combustion engines and turbines shall be installed in accordance with the manufacturer's installation instructions, the International Mechanical Code, International Fuel Gas Code and NFPA 37.

[F] 1202.10 Stationary fuel cell power systems. Stationary fuel cell power systems having a power output not exceeding 10 (ten) MW shall be tested in accordance with ANSI CSA America FC1 and shall be installed in accordance with the manufacturer's installation instructions and NFPA 853.

[M] 1202.11 Boiler control requirements. The power supply to the electrical control system for boilers shall be from a two-wire branch circuit that has a grounded conductor or from an isolation transformer with a two-wire secondary. Where an isolation transformer is provided, one conductor of the secondary winding shall be grounded. Control voltage shall not exceed 150 volts nominal, line to line. Control and limit devices shall interrupt the ungrounded side of the circuit. A means of manually disconnecting the control circuit shall be provided, and controls shall be arranged so that when de-energized, the burner shall be inoperative. Such disconnecting means shall be capable of being locked in the off position and shall be provided with ready access.

[F] 1202.12 Equipment and door labeling. Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating **ELECTRICAL ROOM** or similar approved wording. The disconnecting means for each service, feeder or branch circuit originating on a switchboard or panel board shall be legibly and durably marked to indicate its purpose unless such purpose is clearly evident.

[F] 1202.13 Smoke alarm power source. In new construction, required smoke alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

Exception: Smoke alarms are not required to be equipped with battery backup in Group R-1 where they are connected to an emergency electrical system.

[F] 1202.14 Smoke alarm interconnection Where more than one smoke alarm is required to be installed within an individual dwelling unit or sleeping unit in Group R-2, R-3 or R-4, or within an individual sleeping unit in Group R-1, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

SECTION 3 - REPEAL That Ordinance No. 98-2006 of the City of Reading and all other ordinances or parts of ordinances of the City of Reading in conflict herewith are hereby repealed but for any pre-July 1, 1999 amendments adopted thereto in accordance with applicable law and regulations and carried over and adopted as part of this Ordinance adopting the National Electrical Code, as published by NFPA and these amendments as the Electrical Code of the City of Reading.

SECTION 4 - STATE LAW AND REGULATIONS In all matters that are regulated by the law of the Commonwealth of Pennsylvania or by regulations of departments or agencies of the Commonwealth promulgated by authority of law, such laws or regulations, or other ordinances of the City of Reading, PA, as the case may be, shall control where the requirements thereof are the same as or in excess of the provisions of this ordinance. This code shall control in all cases where the State requirements, or the requirements of other ordinances of this City, are not as strict as those contained in this ordinance.

SECTION 5 - PROVISIONS TO BE CONTINUATION OF EXISTING REGULATIONS The provisions of this ordinance shall not affect any act done or liability incurred, nor shall they affect any suit or prosecution pending or to be instituted to enforce any right or penalty or to punish any offense under the authority of the repealed ordinances.

SECTION 6 - CONSTITUTIONALITY / SEVERABILITY If any sentence, clause, section, or part or this ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this ordinance. It is hereby declared as the intent of the City of Reading, PA that this ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included herein.

SECTION 7 – PUBLICATION That the City Clerk is hereby ordered and directed to cause this ordinance to be published as required by all applicable statutes, laws, regulations, charters and ordinances.

SECTION 8 - NAME This Ordinance shall be known as the Electrical Code of the City of Reading.

SECTION 9 - ENFORCEMENT The Electrical Code of the City of Reading shall be enforced by City of Reading Building/Trades Division, including but not limited to the Electrical Code Official thereof and/or City of Reading Fire Marshal or his/her designee of the Fire Prevention Division of the City of Reading Department of Fire and Rescue Services.

SECTION 10 - EFFECTIVE DATE

This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted by Council on _____ 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Sent to Mayor _____ Date: _____
Signed by Mayor _____ Date: _____
Vetoed by Mayor: _____ Date: _____
Over-ridden by Council on: _____

AGENDA MEMO

FIRE DEPARTMENT

TO: City Council
FROM: Fire Chief James Stoudt Jr.
PREPARED BY: AO Michele Kline
MEETING DATE: May 9, 2022
AGENDA MEMO DATE: May 4, 2022
REQUESTED ACTION: Authorize the Transfer of Funds

RECOMMENDATION

The Fire Chief requests the approval of the transfer of funds totaling \$15,000 within the Agency Fund Budget. \$15,000 from Line 31-09-00-3554 to Line 31-09-00-4510

BACKGROUND

The Department was the recipient of a state grant totaling \$15,000 from the PA State Office of the Fire Commissioner for purchase of a drone to be used by the Office of the Fire Marshal and the purchase of power saws for Fire Suppression. These funds have been received electronically into the Grants and Gifts line of the Agency Fund Budget. These funds need to be transferred to the expense line to move forward with the purchase of the equipment.

BUDGETARY IMPACT

None to the overall Department budget as the transferred amount is from within the Agency Fund Budget.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

None

RECOMMENDED BY

The Fire Chief recommends approval.

RECOMMENDED MOTION

Approval of the transfer of the funds as listed.

Drafted by:
Officer

Fire Chief and Fire Administrative

Sponsored/Referred by:

Fire Chief

Introduced on:

May 9, 2022

BILL NO. ____-2022

AN ORDINANCE

AMENDING THE 2022 AGENCY FUND BUDGET ORDINANCE -TO REFLECT THE TRANSFER OF FUNDS WITHIN THE AGENCY FUND BUDGET TO PROVIDE THE NECESSARY FUNDING TO PURCHASE A DRONE TO BE USED BY THE OFFICE OF THE FIRE MARSHAL AND THE PURCHASE OF POWER SAWS FOR FIRE SUPPRESSION FOR WHICH A GRANT WAS RECEIVED FROM THE PA STATE OFFICE OF THE FIRE COMMISSIONER.

The Council of the City of Reading hereby ordains as follows:

Section One: The 2022 Agency Fund Budget Ordinance is hereby amended by changing the ordinance to provide the funds needed for the purchase of equipment for which the department was the recipient of a grant. The funds will be paid by a reallocation of funds within the Agency Fund Budget.

Section Two: The purchase of this equipment will be paid from the Agency Fund General Plant Supplies, Line Item (31-09-00-4510). The funds being transferred will result in an increase of \$15,000 to the General Plant Supplies, Line Item (31-09-00-4510) and a decrease of \$15,000 to the Agency Fund Grants and Gifts Line Item (31-09-00-3554).

Section Three: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____
Date: _____
Signed by Mayor _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council:
Date: _____

Drafted by

Deputy City Clerk

R E S O L U T I O N N O. _____-2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES
AS FOLLOWS:

That David McCoy is appointed to the Recreation Commission with a
term ending December 31, 2025.

Adopted by Council May 9, 2022

Vice President of Council

Attest:

Linda A. Kelleher
City Clerk